Finance Officer Vacancy

An Overview of Responsibilities and Requirements

The Finance Officer plays a pivotal role in the financial health and management of the association. This position requires a blend of knowledge in accounting, financial analysis, and planning to ensure the effective management of financial resources. Below is a description of the key responsibilities, qualifications, and skills required for the Finance Officer. The Finance Officer will have a seat on the WCGBA Executive Board and is entitled to an Honorarium.

Responsibilities

Financial Management

- Manage the WCGBA financial policies and procedures to ensure an efficient accountancy process.
- Oversee the preparation and analysis of financial statements.
- Monitor and manage cash flow, ensuring the association has sufficient funds to meet its needs.

Financial Reporting

- Generate financial reports through Sage accountancy software, both for Executive Governance Board (EGB) meetings and year end accounts; although an understanding of the Sage banking system is required, familiarisation will be given to the new incumbent where necessary.
- Managing Cash & Cheque records, working with the Sage ledgers to input Income & Expenditure, & balancing the General & Development accounts .
- Ensure all records & money collections from Clubs / Leagues / Associations are up to date & fully paid.
- Report the financial health of the WCGBA at EGB meetings and provide an insight / recommendation into improving and / or underpinning the performance of the Association.
- A comprehensive P&L Account & Balance sheet should be generated for the year-end working with Sage & Co, the WCGBA's Auditors.

Communication

- Liaise in all aspects of the WCGBA accounts, such as, County Teams, Players, Clubs, Leagues and Associations.
- Problem solve situations from the above entities, as and when they occur.

- Advise stakeholders of financial positions in terms of what is available to meet their needs throughout the financial year.

Qualifications

Experience

- Minimum of 5 years of experience in Treasury or accounting roles, preferably within a similar activity.

Skills

- Analytical skills with the ability to interpret financial data and provide recommendations for improvement where necessary.
- Good communication skills, both written and verbal, to effectively convey financial information.
- Knowledge in financial software packages would be an advantage.

Personal Attributes

- Integrity and professionalism in handling confidential information.
- Problem-solving skills and the ability to make sound decisions.