

## Vacancy: Head of Finance and Administration

### Background

Cricket Scotland is the governing body for the game at both performance and participation levels throughout Scotland. Our vision is to inspire Scotland to choose cricket and we do that by supporting the different forms of the game within communities, schools and over 130 clubs throughout the country.

A fast-paced organisation with big aspirations, the future of Scottish Cricket is incredibly bright, and a fantastic opportunity has arisen to join the organisation in a key role at this exciting time due to our current Financial Controller deciding to take early retirement.

We are a small, close-knit team and, as well as proven financial expertise, the ideal candidate will have the right personality and share the same core values and beliefs as the organisation.

The position reports into the Chief Executive and is based at Cricket Scotland's offices in Edinburgh.

### Purpose of Role

This is a key management role, supporting the CEO as part of the Senior Leadership Team and making key business decisions.

The Head of Finance and Administration is responsible for all the Financial, Administrative (including company secretarial) and IT Functions of Cricket Scotland, including the supervision of the Office Administrator. The role also involves close working with the board and its committees.

### Role Description

Role Title:	Head of Finance and Administration (HOFA)
Main Purpose:	To provide financial expertise and administration management to Cricket Scotland (CS)
Responsible to:	Chief Executive
Direct Reports	Office Administrator
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	37.5 hours per week

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<b>Outline of Role:</b>	<p>This is a key role within the organisation. A member of the Leadership Team, the role is responsible for all the Financial, Administrative (including company secretarial) and IT Functions of Cricket Scotland, including the supervision of the Office Administrator. The role involves close working with the board and its committees.</p>
<b>1 Financial</b>	<p>Provide CS with financial expertise, covering, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Maintenance of the Purchase and Sales Ledgers</li> <li>• Maintenance of the Fixed Assets Register</li> <li>• All banking requirements</li> <li>• Monthly Management Accounts</li> <li>• Monthly payroll</li> <li>• Quarterly VAT Return</li> <li>• Annual Budget process</li> <li>• Foreign Exchange Hedging</li> <li>• Insurance</li> <li>• Design and maintenance of internal control procedures</li> <li>• All aspects of the Annual Accounts and Audit process, up to and including, presentation to the AGM.</li> </ul>
<b>2 IT &amp; Communications Systems</b>	<p>With the assistance of the various CS external support suppliers, the HOFA will</p> <ul style="list-style-type: none"> <li>• Review and maintain the CS IT network</li> <li>• Review and maintain the CS Communications system</li> <li>• Review and update the IT Hardware of CS</li> </ul>
<b>3 Office Administration</b>	<p>Supervision of the Office Administrator in the maintenance of the following office “systems”:</p> <ul style="list-style-type: none"> <li>• Stationery</li> <li>• Postage</li> <li>• Telephones (incl. Mobiles)</li> </ul>
<b>4 Company Secretarial: CSL &amp; CSHL</b>	<ul style="list-style-type: none"> <li>• Act as company secretary for the two group companies including implementing governance requirements and good practice</li> <li>• Attend both CS and Cricket Scotland Holdings Limited Board meetings to present financial reports and to provide financial insight and to take minutes.</li> </ul>

	<ul style="list-style-type: none"> <li>Maintain the financial and other records for both companies and to notify Companies House appropriately.</li> </ul>
<b>5 Strategic</b>	<p>As a member of the CS Leadership Team, the HOFA will:</p> <ul style="list-style-type: none"> <li>Assist with the design and delivery of the CS Strategic Plan</li> <li>Manage risk within CS including running the Risk Register process with the Leadership Team and the Risk Committee. This will involve attendance at the Risk Committee meetings</li> <li>Attend and report at Audit Committee meetings including preparation of financial reports, review of financial policies and oversight of annual Audit process</li> </ul>
<b>Working Hours</b>	5 days of 7.5 hours per day, Monday to Friday. Evening and weekend work may be required.
<b>Skill Requirements</b>	<p>Required</p> <ul style="list-style-type: none"> <li>Qualified accountant (CA/ACA/ACMA/ACCA or equivalent)</li> <li>At least two years post qualifying experience working within a small company.</li> <li>Knowledge of UK statutory reporting / tax requirements / governance requirements (small company).</li> <li>The ability to communicate financial matters to non-financial managers.</li> <li>Advanced Excel skills and good working knowledge of other MS Office products.</li> <li>Commercial acumen.</li> <li>Excellent organisation and decision-making skills</li> <li>A team player that proactively works to create win-win relationships and outcomes</li> <li>Sets high performance standards and a clear accountability for results</li> <li>Strong written and verbal communication skills</li> <li>Can manage a demanding workload</li> </ul>

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	<p>Desirable</p> <ul style="list-style-type: none"><li>• Experience of Sage would be an advantage.</li><li>• Experience of a similar role, preferably within Sport.</li><li>• Experience of leading a small team and reporting at board level.</li></ul>
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## Remuneration

The package will include a competitive salary dependant on qualifications and experience, laptop, and mobile smart phone.

## Applications

Interested applicants should send a covering letter together with their CV to the Chief Executive at [applicants@cricketscotland.com](mailto:applicants@cricketscotland.com).

Closing date for applications is 17:00 on **Sunday 28th February 2021**.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its recruitment and employment practices, and to making its services as accessible as possible. We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership.

As part of our work to achieve these goals, we need to collect personal data which will be handled in the strictest confidence and will only be used for statistical monitoring purposes. We would encourage you to complete our equality monitoring form which can be found [HERE](#).

Interviews for suitable candidates may take place before the closing date.

No agencies.