



## **Wales Golf Non-Executive Director Advert & Role Description**

### **Role - Non-Executive Director: Finance**

Wales Golf invites applications for the position of Non-Executive Director: Finance. The key elements of the role and the skills and attributes that Wales Golf is looking for in the successful candidate are set out below.

Previous Board experience is not a requirement for this role.

Time Commitment: On average approximately 1 ½ - 2 days per month

Remuneration: Voluntary position (expenses paid)

Location: Board meetings held in Newport or Cardiff (5 per year) with an option to attend some meetings via video conference.

Term of office: 3 years (further terms available subject to Board approval)

*Wales Golf is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief. We would particularly welcome applications from people from ethnically diverse communities who are under-represented on our board.*

### **About Wales Golf**

Wales Golf is the national governing body for golf in Wales responsible for promoting and developing the sport in Wales with specific emphasis on the amateur game.

Golf is one of the most widely played sports in Wales with approximately 100,000 participants of whom over 50,000 are members of clubs affiliated to Wales Golf.

Through its development team Wales Golf provides practical help and advice to affiliated clubs and runs numerous initiatives to help introduce juniors and adults to the sport. It runs high-performance programmes for upcoming and elite players, selects all national teams, manages a wide range of championships for club players up to elite level amateurs and is responsible for the administration of the golf handicapping system in Wales.

### **Position summary**

Responsible to the Chairman and the Board the successful candidate will use their experience and knowledge to advise the Board on general financial and accounting matters, have oversight of and assist in the preparation of financial reports and forecasts, and ensure appropriate financial management processes and controls are in place.

As a Non-Executive Director, the successful candidate will contribute to the ongoing development of Wales Golf's strategy, help oversee the successful delivery of its strategy and promote the highest standards of governance across the organisation.

## **Key responsibilities**

### **Financial**

Advise the Board on general financial and accounting matters.

Prepare an annual budget for Board approval, review performance against the budget (quarterly), set financial forecasts, and formally report to the Board on these matters.

Oversee and assist in the production of the annual report and accounts and guide the Board on the appointment of auditors.

Make recommendations to the Board on the level at which to set Wales Golf's annual subscriptions from affiliated clubs.

Be a member of the remuneration committee and contribute to the annual review of staff salaries.

To work with Wales Golf staff to ensure that the Company's financial management processes and internal controls are appropriate.

Assist budget holders as necessary to manage their budget areas and produce updated out-turn forecasts

Act as an account signatory.

Liaise with external stakeholders including Sport Wales and other funding partners on financial matters relating to Wales Golf if required.

### **Leadership and strategic development**

Participate in the development of Wales Golf's purpose, culture and values and the establishment of its strategic objectives.

Oversight of the performance of the Company against its strategic objectives.

Contribute to a constructive relationship between the Board and the executive team.

Contribute to an environment which encourages open discussion and constructive challenge.

### **Governance and financial stewardship**

Ensure best practice standards of corporate governance consistent with the Board's fiduciary and statutory responsibilities.

Ensure that the Company maintains a sound system of internal controls and risk management.

Contribute to an annual evaluation of the performance of the Board.

Ensure that the company maintains an appropriate financial position and approve the annual financial plan and monitor performance against it, updating as necessary.

## **Other**

Attend and contribute effectively at Wales Golf Board Meetings (5 per year) and other committee meetings and events as required including the AGM.

Contribute advice in any areas of relevant experience.

## **Ideal person specification**

### **Experience**

#### Essential

- Qualified accountant with recent and relevant experience either in practice or a business environment
- A strong track record of achievement in their executive career.
- Experience of working in an environment involving strategy development and implementation.

#### Desirable

- Skills in financial modelling and scenario planning
- Knowledge and understanding of the principles of good corporate governance.
- An understanding of the responsibilities of being a company director.
- While an understanding of the game of golf is desirable, Wales Golf is committed to selecting Board members based on their ability to perform the role for which they are recruited. We encourage applicants from all sectors of the community.

### **Personal characteristics and abilities**

An ability to question intelligently, challenge rigorously and debate constructively.

An ability to make decisions in a considered and dispassionate manner.

Strong interpersonal skills.

High ethical standards of integrity and probity and a commitment to Wales Golf's values and a culture of inclusivity, equality and diversity.

Able to gain the trust and respect of other Board members and Wales Golf staff.

A commitment to stay well informed about Wales Golf and the environment in which it operates.

### **Closing date 11 July 2022**

Candidates should return a **completed application form and CV** by email to [sian.simmons@walesgolf.org](mailto:sian.simmons@walesgolf.org).

Candidates may also complete and return an equal-opportunities monitoring form (optional) to the above email address.

Interviews are expected to take place on 2<sup>nd</sup> August 2022