



STS Finance & Fundraising Director

Role Type: Non-Executive Director

Term of Office: 3 Years to 2023 (*Maximum of 9 Years to 2029, see below*)

Committees: Board of Directors (member)

Business Development Working Group (member)

The Finance & Fundraising Director role provides an exciting opportunity to work with a new governing body, through a time of growth and development, underpinned by our new strategic plan. It is the perfect time to get involved and help shape and review how we manage and report on existing funds but also lead the development of new funding streams. Applicants don't need to have prior knowledge of target shooting, but expertise in accounting and a willingness to throw yourself into this brilliant sport are important.

Who Are Scottish Target Shooting?

Scottish Target Shooting (STS) is a unified governing body created in 2016 to help develop the sport of target shooting in Scotland. As a new governing body, we are looking to have a positive impact on clubs and help individuals of all abilities, across all the various disciplines of the sport. Having completed our last 4 year investment cycle in 2019, 2020 is an exciting time to join the Board and be involved with the organisation in the first part of our next 4 year cycle as we implement our new strategic plan, focusing on supporting and growing the different varieties of target shooting from the grassroots up to Commonwealth and Olympic Games level. With STS receiving increased investment as part of this new cycle, it's more important than ever that we make sure our finances are accurately and professionally scrutinised and reported and we are making best use of the resources available to us. The Finance & Fundraising Director will play a crucial role in ensuring STS demonstrates good practice in this area and is continually looking how it can maximise its potential to gain additional external funding.

What Will Be My Tasks and Responsibilities?

The Finance & Fundraising Director will provide strategic leadership over the company's financial affairs, ensuring the integrity of financial information sent to the Board and, where necessary, external parties such as investors or financial institutions. The role will ensure the Board fulfils its financial responsibilities and works with staff to set and monitor budgets. You will be asked to drive the following areas, supported by your fellow directors on the Board and staff:

- Take the strategic lead on ensuring accounting and auditing systems are robust, secure and fit for purpose
- Work with staff to prepare budgets and present accurate financial information at each Board meeting
- Support the Business Vice Chair in leading the Business Management Group
- Advise on company policies and accounts regarding the management and review of processing finances, capital requirements, debt and taxation
- Work with the company's appointed accountants in preparing the annual accounts
- Ensure that all regulatory requirements of statutory bodies are met regarding the company's financial affairs
- Reviewing monthly management accounts
- Authorising expenses and/or purchases as and when required as per the Finance Policy
- Understand the views of the membership directly and through fellow directors and staff
- Complete any additional projects as requested by the Chair

How Long Will I Be Expected To Serve For?

The Finance & Fundraising Director follows the same terms as all directors, with the exception of the Chair. The Finance and Fundraising Director will serve for 3 years (or until the AGM in 2023, whichever is sooner). Following completion of the first term, there will be an opportunity to discuss whether the post holder and Board both have a desire to continue for a further term of 3 years. If the second term is completed, this process will be repeated and there will be an opportunity, both parties agreeing, for the post holder to serve a third (and final) 3 year term. Upon completion of a third term, the post holder must step down from the Board. On standing down from the role, the individual is not eligible for appointment to a Board position for a minimum period of 12 months but is still able to serve on Working Groups, if appropriate and willing to do so.

What Will Be My Annual Commitments?

The following meetings are the regular, scheduled meetings that can be planned in the diary in advance. There will be times when other meetings are required but the volunteer aspect of the role will always be respected:

- 4-6 STS Board meetings held for 2-3 hours every 2 months
- 3-4 STS Business Development Group meetings held for 2 hours every 3 months
- STS AGM held on a weekend day in April
- Monthly review of accounts with STS COO (either in person, over the phone or online)

Is This A Paid Position?

This position, as with all other Non-Executive Directors on the STS Board, is unpaid. However, all reasonable out-of-pocket expense incurred on STS business will be reimbursed immediately via BACS.

What Is The Organisational Structure?

The Finance & Fundraising Director is an Officer of the Board and a Non-Executive Director, appointed in accordance with the Articles of Association. The Finance & Fundraising Director is also a member of the Business Development Group.

What Knowledge, Skills & Qualities Are Required?

Applicants are not expected to fulfil all the criteria but should be able to demonstrate the majority of the following:

Knowledge & Experience:

- Experience of financial management and preparing financial reports
- Experience of working on or with a Board or management committee

Skills:

- Willingness to participate in the governance of the company and the Board
- Some understanding and acceptance of the legal duties, responsibilities and need to respect confidences
- Working knowledge of financial systems for recording and reporting
- Qualified member of an accountancy body or holder of an equivalent qualification

Personal Qualities:

- Uphold high standards of integrity
- Support other Directors of STS while monitoring their own conduct
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others

What Is The Application Process?

Applicants are required to submit a Curriculum Vitae and a covering letter outlining why they think they would be suitable for this role, what their strengths are and any future aspirations they might have for STS.

Applications must be submitted via email to coo@scottishtargetshooting.co.uk by 31st August with the subject header '*STS FD Application*'

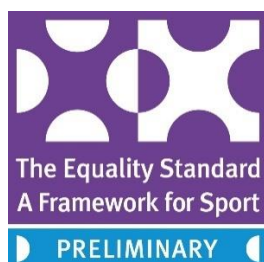
Stage 1: All applicants will receive a response confirming receipt of their application. A review will be made of all applications and each applicant will be informed if they have been chosen for stage 2.

Stage 2: Applicant selected for stage 2 will be invited for a discussion with the STS COO and another Board member. All candidates will then be contacted to be told if they have been successful or not within 2 weeks of the discussion. The successful candidate will begin at an agreed date and will receive a handover and induction meetings with STS staff.

I Have Questions About The Role, Who Can I Contact?

If you have any questions about the role, history of STS, organisation structure or anything else that will help inform your decision to apply, please speak to the STS Chief Operating Officer. Please call the STS Office on 0131 467 2489, email on coo@scottishtargetshooting.co.uk or schedule a call by following: <https://calendly.com/stscoo/call>

Scottish Target Shooting is an equal opportunities employer, we welcome applications from all members of the community.



Scottish Target Shooting is supported by

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