

PART TIME GOVERNANCE DIRECTOR APPOINTMENT – FINANCE

TERMS OF REFERENCE:

PART TIME GOVERNANCE DIRECTOR - FINANCE TO THE WORLD PROFESSIONAL BILLIARDS AND SNOOKER ASSOCIATION (WPBSA)

Background

The World Professional Billiards and Snooker Association (WPBSA) is the world governing body and manages the sports of Snooker and English Billiards.

WPBSA is a member owned private company limited by guarantee with subsidiaries and committees.

The WPBSA articles of association govern how the directors proceed and the operational requirements. The main objectives are listed below and are subject to change/review:

- Global promotion and sports development in all age groups and create a diverse and inclusive sport for all
- Protect the integrity and reputation of the sports
- Professional player support and representation
- Official rules of the sport and technical issues
- Grassroots and amateur sport development
- Coach development and referee training

The WPBSA actively encourages good governance cascading through the organisation, transparency, accountability and financial integrity. WPBSA maintains risk management and internal control systems which are regularly reviewed and monitored to ensure they are effective and provide reasonable assurance.

Key Requirements

The role of a Governance Director – Finance (GDF) for the WPBSA will be expected to contribute to the board's effectiveness by providing independent and objective advice in a number of areas, including strategy, performance, risk management and reporting.

The WPBSA requires the GDF to be competent and demonstrate high ethical standards of integrity and probity.

The role of the GDF will be expected to focus on board matters and not on the day-to-day running of the business, provide independent and objective advice on business issues, appropriate levels of knowledge and experience and where necessary specialist knowledge.

Personal qualities such as sound judgement, ability and willingness to challenge and probe effectively and constructively whilst demonstrating strong interpersonal skills, are all essential.

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Role, qualifications and experience

The **Governance Director - Finance** will:

- Be fully ACA, CIMA or ACCA qualified with significant and demonstrable post qualification experience.
- Have Board member experience with understanding of Corporate Governance.
- Provide strategic awareness at Board level with proven strategic financial, operational and regulatory expertise.
- Have a proven track record of progressive financial experience in a leadership role.
- Support, guide and challenge on the development and implementation of the WPBSA financial strategy and future plans.
- Provide independent and objective advice on budgets, management accounts, updated cash flow forecasts, financial compliance and any associated financial matters identified by the Chair, Board and/or sub-committees whilst in post.
- Have the experience to advise on the effective management of the WPBSA financial performance, risk, mitigation and financial management.
- Be analytical, inquisitive, independent, healthily sceptical and knowledgeable about corporate governance and best practice.
- Provide clear and concise directional reports and presentations based on current accounting and legislative expert advice, present confidently in person to the WPBSA board of director or committee meetings.
- Be able to undertake due diligence on the integrity of financial information and that the financial controls and systems of risk management are robust and defensible. Provide oversight on financial reporting and external audits of all associated areas of the business.
- Devote sufficient time to understand the businesses, organisations and subsidiaries in order to contribute to discussions and provide appropriate independent support and challenge to the WPBSA.
- Challenge and support other members in line with WPBSA corporate objectives and values as laid out in the current articles of association.
- Constructively provide recommendations on existing policies, processes, procedures, financial management systems and request from the board approval for additional service contracts as required outside of the scope of the GDF main duties. Any work contracted out will remain the overall responsibility of the GDF.
- Request prior written consent of the Chair of the Board before accepting additional commitments that may affect the available time devoted to the role or provide a potential conflict of interest to WPBSA.
- Sit on the **WPBSA Remuneration** and **WPBSA Audit Committee's** and advise as necessary. May be required to deputise for the Chair on the **Selection and Nomination Committee** when required.
- Deputises for WPBSA Chair when required to so in the Chair absence and represent the organisation at talks and conferences, as necessary.
- Take on any other functions as requested by the WPBSA board from time to time.

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Commitment

The GDF will report to the Chair and be expected to attend Board meetings, the Company's annual general meetings and any general meetings, and use best endeavours to promote and advance the interests of the members, the company, subsidiary and associated organisations on financial matters. It is anticipated that eight Board meetings will be held every year. The GDF will be expected to attend supporting committee days meetings, undertake visits, office calls and deal with paperwork out of committee. Flexible working is desirable, with the exception of attending meetings when required.

The WPBSA office is located in Bristol, key meetings may be held at event venues across the country, there will be an expectation to travel on these occasions. However, where possible, meeting by electronic means is encouraged within the organisation.

The annual general meeting will be held on a date between 1 November - 31 December each year. Overall, the GDF will be expected to devote approximately twenty (20) days per annum to duties including Board meetings. In the first year, this will be subject to review.

The GDF will receive details of all Board meetings in advance. Where appropriate all financial documentation must be prepared and available to board members prior to board meetings.

The remuneration package will be a fixed amount £20,000.00 per annum plus private healthcare benefits. There may be the possibility of additional contracts for services. Any such contracts and terms will be agreed in advance of work commencing by the GDF or another agreed party.

The WPBSA will pay any reasonable expenses which are properly incurred in connection to duties of the role.

Term and Review

The GDF role will be fixed term until the AGM in 2024 (usually held in December). The Articles of Association allow for re-appointment for a further four years, any re-appointment is subject to a review of skills and performance by the WPBSA Nominations and Selection Committee.

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Advert:

Part-Time Governance Director – Finance (GDF) for The World Professional Billiards & Snooker Association (WPBSA). WPBSA is the world governing body and manages the sports of Snooker and English Billiards.

Great opportunity for a qualified finance professional to join our team of governance directors at board level. This role is part-time providing independent guidance and objective advice on financial and governance matters.

We want to work with:

- A fully ACA, CIMA or ACCA qualified and practiced professional with significant and demonstrable post qualification experience.
- An individual who has Board member experience with understanding of Corporate Governance.
- A corporate professional who can provide strategic awareness at Board level with proven strategic financial, operational and regulatory expertise.
- A director who has a proven track record of progressive financial experience in a leadership role.

We offer a competitive fixed fee/term contract plus private healthcare benefits. There may be the possibility of additional contracts for services. Flexible working is desirable with exception of attending meetings when required.

View the full terms of reference: www.wpbsa.com

For an informal chat about this role, please contact by email: info@wpbsa.com

To apply: Chris.Hornby@wpbsa.com

Please provide your current CV and a one page covering letter. Please note we will only reply to candidates we want to take through to the next stage.

All candidates will be treated equally, and we will base decisions on appointments on the merits of the candidates.