



Role Specification: Director- Finance Director and Governance

Purpose

- The role of **horsescotland** Board Directors is to provide leadership to the organisation and planning for the future. It employs staff to run **horsescotland** on a day-to-day basis.
- Board Directors must act in accordance with legislative and regulatory duties, **horsescotland** rules, values and corporate objectives.

Roles & responsibilities

- Finance (ensuring we are on track with finances and following all financial procedures)
- Governance (Ensuring good Governance against the sportscotland Governance Health check, external audits and the management procedures within the organisation including the Governance calendar for policy reviews)
- Insurance (ensure **horsescotland** is getting the best deal and cover)
- Risk Management (maintaining the organisation risk register)
- Asset Management (reviewing the organisations assets)
- To act as bank signatory for the organisation
- Member of the Nominations Committee
- Responsible for the minutes of the Board Governance section of board meetings
- To work with the Board to set the organisation budget.
- To work with the organisation's finance person on payroll, invoices etc
- Provide support around crisis communications situations

General Responsibilities

- Provide input into strategy development
- Work to find and develop new funding streams
- Monitoring/ Measuring KPI's
- Ensure Health & Safety policies and procedures are adhered to
- Provide advice and guidance to member bodies
- Support the national Equestrian Awards
- Support member bodies events and AGMs

Skills/ Experience/ Attributes required

- thorough knowledge and experience of one or all of the areas within the role's portfolio, ideally a qualified accountant or equivalent experience
- Ability to demonstrate commitment to **horsescotland** and its objectives
- commitment to promote the highest standards of corporate governance and seek compliance wherever possible
- the ability and willingness to influence **horsescotland's** policy
- the ability to represent **horsescotland** acting as an ambassador for the organisation at all times

- a knowledge of the structures, controls and politics of Scottish sport
- experience of organisational development
- the highest standards of integrity and probity
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately
- the ability to work strategically as part of a team and to lead effectively in areas of specific responsibility of this role.
- the ability to attend approximately 8 Board Meetings per year, 1 Annual General Meeting and any other meetings as required (approximately 2-3 days per year). Directors are also expected to lead or play an active role on a Strategic Group and Sub-Committee as required.

It is important that Directors are independent in character and judgement and have no relationships or circumstances which could affect or appear to affect the Directors' judgement,

Equality Statement

horsescotland endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in equestrian activities, whether as participants, team members, volunteers, coaches, office-bearers in clubs or those within **horsescotland**:

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their activities without the threat of intimidation, victimisation, harassment or abuse.