

## We're recruiting a new Financial Director!

The WTSF was served very well for 9 years by former Financial Director Paul Donovan, [diloch yn fawr Paul!](#) We're recruiting a new Financial Director to assist with the appropriate oversight, scrutiny, and support for WTSF staff implementing our [new strategic plan for the future of Welsh target shooting](#).

We are advertising far and wide and we hope to receive many applications so that the successful applicant adds to the skills and diversity of the board. The WTSF is seeking a candidate to start their post immediately following the recruitment process. Applicants need not have experience in target shooting sports but must be interested in developing the sport by contributing essential business skills and providing novel perspectives to board discussions.

The WTSF is a proud equal opportunity organisation, and especially welcomes women, disabled, and BAME applicants to further improve diversity of thought in discussions and decision making. Similarly, the WTSF is looking to increase its use of the Welsh language, as such applications from fluent Welsh speakers are encouraged.

## Interested? How to Apply:

Welsh Target Shooting Federation is committed to recruiting a diverse, skills-based board, and encourages applications from people from currently under-represented groups such as disabled, BAME, and women.

- Submit an up to date CV and a covering letter that explains how you meet the Essential and Desirable Criteria set out in the Person Specification (see below). Email these to the WTSF Chairman ([martin.watkins@wtsf.org.uk](mailto:martin.watkins@wtsf.org.uk)) or return to the address below.
- Following your submission to the Chairman, please complete an Equality Monitoring Form [online](#) or [offline](#) and return to [mike.gross@wtsf.org.uk](mailto:mike.gross@wtsf.org.uk) or by post to: Mike Gross, Welsh Target Shooting Federation, Sport Wales National Centre, Sophia Gardens, CF11 9SW.
- The closing date for applications is 7<sup>th</sup> June 2020.

## Additional Information

- Interviews are expected to begin in the week commencing 22<sup>nd</sup> June 2020.
- Please note: you are unlikely to be invited to interview if you do not meet all of the Essential Criteria in the Person Specification.

- The Welsh Target Shooting Federation reserves the right to close the application process early if many applications are received. We therefore advise potential applicants to submit their details (see How to Apply) as soon as possible.
- The Welsh Target Shooting Federation will endeavour to reply to all submissions individually, however this is not always possible.
- If you would like to discuss the role before applying, please contact the WTSF Chairman via email ([martin.watkins@wtsf.org.uk](mailto:martin.watkins@wtsf.org.uk)).

## Role Description

**Title:** Finance Director (Executive role)

**Time Commitment:** Approximately 2-4 days per month, board meetings approximately every 8 weeks.

**Terms of Office:** Two-year initial term with options to serve a maximum of four consecutive terms, subject to mutual agreement.

**Remuneration:** Voluntary post with reasonable reimbursement for travel & subsistence expenses.

**Location:** Board meetings and head office are located in Cardiff, Wales. Applicants should be willing to travel to Cardiff for board (quarterly) and facilitate oversight (monthly) meetings either online or in person.

## Role Summary

- To lead on financial oversight and reporting for the WTSF.
- To contribute to the steering of the organisation's strategic direction as an executive company director.
- To provide constructive oversight for WTSF staff and member associations.
- To act in accordance with the organisation's values, obligations, and commitments.

## Responsibilities

- Oversee the finance operations and support the bookkeeper to provide financial reports.
- Oversee financial risk assessments and the implementation of mitigating procedures.
- Support the bookkeeper and other staff to liaise with company accountants, HMRC, and Companies House where necessary.
- Ensure compliance with governance requirements and maintain close relationships with funding partners.

- Assist with the development and steering of the federation’s strategic plans and long-term objectives.
- As part of the executive board, ensure that the federation pursues its core purpose and meets legal obligations and other relevant regulations.
- Ensure the legal and financial integrity of the federation, as required under the Companies Act 2006.
- Establish, nurture and maintain effective working relationships with other board members and WTSF staff.
- Contribute to relevant procurement, recruitment, and other business purposes as they arise.

Please note; the description above takes into account the core and regular responsibilities of the role at present, some additional needs may arise as the role and company develop.

## Person Specification

The successful candidate will recognise how sport and physical activity contributes to society and the health and wellbeing of individuals. Knowledge of target shooting is not an essential requirement for the role, however applicants must have a genuine interest in leading and developing the sport.

Previous board experience is preferable but not essential. Applicants who have not previously served in a board role will need to demonstrate an understanding of board functioning, and all applicants must demonstrate their skills and competencies necessary for this Financial Director role. The successful candidate will need to be comfortable working constructively and collaboratively with other board members to make decisions in the best interest of the WTSF.

The WTSF is a proud equal opportunities organisation and is seeking to increase the diversity of thought in board decision making. As such, disabled, women, and BAME applicants are especially welcome and encouraged.

|                                  | <b>Essential</b>                                                                                | <b>Desirable</b>                                    |
|----------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Board Experience</b>          | Understands how company boards work and has experience working with or on a board of directors. | Executive board member experience.                  |
| <b>Organisational Leadership</b> | Has worked as part of an organisation’s strategic steering and oversight team.                  | Experience in leading finance initiatives or teams. |



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|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|                                                | Understands the importance of strategic planning, organisational values, and effective leadership.                                                           | Experience in recruitment for financial and accountancy roles.                                                         |
| <b>Financial Knowledge</b>                     | Understands the statutory, regulatory, and fiduciary requirements of a company limited by guarantee.<br><br>Able to lead financial risk assessments.         | ACCA, ACIB or equivalent qualifications.                                                                               |
| <b>Financial Reporting</b>                     | Understands financial reporting requirements and can scrutinise financial reports.                                                                           | Previous Financial Director experience.<br><br>Previous financial oversight experience.                                |
| <b>Financial Compliance</b>                    | Understands financial compliance requirements and has experience in ensuring compliance.                                                                     | Previous compliance work experience.                                                                                   |
| <b>Financial &amp; General Software Skills</b> | Competent with opening and producing documents via Microsoft Word and Excel.<br><br>Competent communicating via email, phone, and online video conferencing. | Experience with Quickbooks software and reporting functions.                                                           |
| <b>Professional Relationships</b>              | Understands the importance of maintaining close professional relationships both internally and externally with partners.                                     | Previous experience building and/or maintaining strategic or professional business relationships in the public sector. |



**FFEDERASIWN SAETHU  
TARGEDAU CYMRU**

**WELSH TARGET  
SHOOTING FEDERATION**

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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Board Meeting Attendance</b>   | Commitment to attending WTSF board meetings and leading financial reporting to the board.                                 | Experience producing and presenting financial reports to a company board.          |
| <b>Partner Meeting Attendance</b> | Commitment to monthly bookkeeper supervision.<br><br>Commitment to periodical meetings with finance and funding partners. | Experience in financial oversight and reporting meetings within the public sector. |
| <b>Welsh Language</b>             |                                                                                                                           | Fluency in Welsh (spoken, written, and reading comprehension)                      |