



## Chief Financial Officer Candidate Brief

## BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly bright given the growth of the sport driven by significant success on the international stage in the last decade leading to an unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

## POST TITLE

Chief Financial Officer

## ROLE AND PURPOSE OF THE POSITION

The Chief Financial Officer is responsible and accountable for all aspects of financial management operations at Cricket Ireland, to include the development and implementation of a financial strategy that supports and sits within CI's overarching business strategy and the ongoing development and monitoring of control systems to report accurate financial results.

## REPORTING TO

Chief Executive, with a dotted line to the Chair of the Finance Committee

## KEY WORKING RELATIONSHIPS

- Chief Executive
- Chair of the Finance Committee
- Senior Management Team
- Finance Committee
- Internal and External auditors
- Professional tax, and other advisers
- Board of Directors
- Provincial Union General Managers and Chairs
- CI bankers and other professional service personnel relevant to the brief

## KEY QUALITIES, EXPERIENCE AND COMPETENCIES

- A qualified accountant with 10 years' experience in a similar role
- As Cricket Ireland is an all-Ireland body, experience of working in both jurisdictions would be an advantage
- Experience in strategic planning, change management and programme implementation
- Extensive knowledge and experience of contracting and negotiating
- In-depth knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Experience in managing a finance function that includes financial accounting and reporting, cash management, risk management and control, policy development etc.

- ④ Up to date knowledge of current financial and accounting computer applications
- ④ Knowledge of taxation issues including tax liability management
- ④ Proven ability to analyse financial data and prepare financial reports, statements, and projections
- ④ Proven ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects
- ④ Ability to work efficiently and lead in a fast paced, pressurised environment
- ④ Proven track record of managing and building relationships, internally and externally to get the best out of people at all levels
- ④ Significant experience operating and advising at an executive level
- ④ High degree of personal resilience and integrity
- ④ A positive, 'can-do' mentality, ability to find ways round obstacles and willing to exploit all of the available resources in order to accomplish objectives
- ④ A commitment to continuing improvement and change by the application of self-managed learning techniques, supplemented where appropriate by deliberate, planned exposure to external learning sources (mentoring, coaching, etc.)
- ④ Concern for the perceptions of external & internal stakeholders;
- ④ Excellent written and oral communication including reports and business writing skills
- ④ Work collaboratively with others to achieve business objectives.
- ④ A good knowledge and experience of an NGB environment is desirable but not essential
- ④ The facility to work flexible hours, as dictated by a sport which is largely leisure/volunteer based, and the capacity to travel overseas as required
- ④ The ability to work well under pressure and to deadlines

## KEY RESPONSIBILITIES

The key accountabilities and responsibilities in this role are below:

- ④ Planning & Strategy
  - Assist in formulating Cricket Ireland's future strategic direction and supporting tactical initiatives;
  - Design, monitor and direct the implementation of strategic financial business plans;
  - Develop financial and tax strategies and implement short- and long-term departmental goals, objectives, policies, and operating procedures;
  - Manage Cricket Ireland's reserves, annual operational and event budgeting processes, and assist in the development of 'special project' budgets and planning with a focus on the development of infrastructural projects to support the transition to full membership
- ④ Operations
  - Participate in key decisions as a member of the senior management team;
  - Oversee the financial operations of Cricket Ireland;
  - Implement operational best practices in the Finance team;
  - Oversee Cricket Ireland's financial programs, accounting and budgeting systems, and tax planning strategies;
  - Ensure compliance with all Financial Accounting, taxation (domestic and international) and regulatory requirements;
  - Oversee the timely finalisation of all Cricket Ireland event accounts;
  - Oversee the approval and processing of day to day activities in the Finance department which include managing revenue, expenditure, investments, budgets, payroll and audit;

- Oversee the preparation and finalising of Cricket Ireland's management accounts, audited financial statements, financial reporting and any special analysis required from time to time;
- Analyse and manage Cricket Ireland's cash flow, cost controls, and expenses and establish and maintain appropriate internal controls and safeguards;
- Lead on Cricket Ireland's tax planning and compliance;
- Report financial results to the Board of Directors and to the Finance Committee.
- Review and monitor the financial status of the Irish Provincial Unions and oversee financial support provided from time to time
- Oversee submission of and compliance with key grant applications to primary funding bodies
- Line manage staff in the Finance Department and oversee operations in the HR/Admin/IT sections, including line managing senior staff in those departments
- Advise and/or oversee selected tender processes to facilitate supplier relationships which balance cost-effectiveness against operational effectiveness
- Risk Management:
  - Ensure that record keeping meets the requirements of auditors and government agencies;
  - Report risk issues to the Finance Committee of the Board of Directors;
  - Maintain relations with external auditors and investigate their findings and recommendations.
- Reporting:
  - Draft papers and report updates to the Finance Committee and Board of Cricket Ireland;
  - Act as secretary to the Finance Committee.
- Other:
  - Any other responsibility reasonably falling within the ambit of the Finance function of a small organisation
  - Procure compliance with appropriate filing of information to Companies House of company accounts and Directors' information
  - Any other tasks relevant to the role

## REMUNERATION

- The package will include a salary and benefits commensurate with qualifications and experience

## PROCESS

- The closing date for applications will be **July 3<sup>rd</sup>, 2018**
- Letters of application and full CVs should be sent by email to [info@cricketireland.ie](mailto:info@cricketireland.ie) and will be confidential
- Preliminary interviews will be held on **July 12<sup>th</sup>, 2018**
- Role due to commence in **October 2018**