



Gloucestershire  
Cricket Foundation

## APPOINTMENT OF EX OFFICIO FINANCIAL DIRECTOR

Gloucestershire Cricket Foundation (GCF) is recruiting a new Non-Executive Financial Director to join its diverse board. We would like to hear from individuals who can bring a range of attributes and experiences and are passionate about representing the interests of communities across Gloucestershire.

The GCF is responsible for all recreational cricket across the county, creating links between schools, clubs and the community. The GCF also delivers a growing number of community-based programmes aimed at tackling national agenda items such as childhood obesity, health and wellbeing, social isolation and mental health. We are a member's organisation and work with our member cricket clubs and a range of partners, including Gloucestershire County Cricket Club, junior and senior Leagues of the County, and community organisations to provide a cricketing future for all.

We want to give everyone the opportunity to enjoy cricket. We believe it is uniquely placed to bring communities together, inspire lifelong friendships, improve wellbeing and deliver social impact.

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### THE ROLE

<b>Job Title</b>	Ex Officio Financial Director
<b>Time Commitment</b>	Circa 2-3 days per month, inclusive of board meetings, committee meetings, meeting preparation, plus some other engagements and input
<b>Remuneration</b>	Non-remunerated with paid expenses

The GCF is seeking to recruit a Finance Director to monitor and report to the Board on the financial performance of the Foundation and to oversee the financial controls and processes in support of delivering its Charitable Objects. The role is an Ex Officio member of the Board of Trustees of the GCF and a member of the Finance, Risk, Audit and Governance Committee (FRAG), a Sub Committee of the Board.

This role is of vital importance in supporting the ongoing operation of the Foundation and will work very closely with the Chair, Chief Executive and other Trustees and employees. This role will be responsible for providing expertise and guidance to the Board in order to support meeting the ambition of the new Gloucestershire Cricket Strategy – 2025-2029 – Inspiring Gloucestershire, and all future strategies.

### Responsibilities

- Provision of monthly P&L and Balance Sheet with commentary for review by the Board and FRAG.
- Liaison with, and provision of information to, the auditors to complete the preparation of the Charities Act accounts and the associated independent examination or audit of those accounts answering auditor queries arising.

- File the necessary records of accounts to both Companies House and the Charities Commission, acting in the role of the Company Secretary.
- Review of accounting records held in XERO.
- Ensure the cash assets of the Foundation are invested safely and in line with agreed policies.
- Ensure that the Financial Procedures Handbook is, in line with best practice for Charities and is being followed and bring recommendations for improvement to FRAG.
- Ensure the Board's financial controls are robust and defensible, in line with existing policies.
- Ensure and review the controls in place such as the bank reconciliation, invoice coding and pension payments.
- Provide leadership and objectivity, promoting and enhancing cricket development to every part of the community served by the Gloucestershire Cricket Foundation.
- Provide strategic and financial guidance to ensure that the company's financial commitments are met.
- Support the annual review of Gloucestershire Cricket Foundation's financial performance.
- Support the CEO with annual production of the budget and cash flow, before submission to the ECB and Board.
- Present annual accounts to the Board and at the AGM.
- Provide guidance and support for financial reporting and business plans.
- Offer an informed contribution in strategy formation.
- Represent the interests of the members.

### **The Person**

We welcome and encourage applications from applicants with the skills, knowledge and expertise to support our goals and governance needs. Previous board experience is not essential, and we will provide support to develop new members with the ambition, talent, and commitment to enable us to achieve our objectives.

Applications are invited from individuals who are passionate about cricket and making a difference in the Gloucestershire and Bristol communities, who have energy and enthusiasm for sport and charity activities in general, and who are able to offer their time and expertise.

### **Key Skills and Experience**

- Senior level accountancy experience, likely to be a qualified accountant
- Leadership experience
- Good inter-personal skills
- Effective communicator with employees, directors and club volunteers
- Experience of working with similar sized organisations

### **Personal Qualities and Attributes**

- A collaborative, collegiate and inclusive leadership style
- A strong personal commitment to equality, diversity and inclusion and a passion for increasing the accessibility and inclusivity of the game
- A keen strategic eye, particularly in respect to finance and income generation

### **As a Non-Executive Director, you must *not* be**

- A full-time paid employee of Gloucestershire Cricket Foundation.
- A professional advisor to Gloucestershire Cricket Foundation.
- A supplier to Gloucestershire Cricket Foundation.

- Disqualified from acting as a Director of a Charity

In addition, you must *not* engage in activities that place Gloucestershire Cricket Foundation or its members at risk in terms of finance or reputation.

### **Expressions of Interest**

We are committed to meeting the England & Wales Cricket Board's Governance Code of 40% of each gender by February 2026, and are looking to have a Board as diverse as the County (Gloucestershire, South Gloucestershire and Bristol) in which we are developing cricket in.

If you would like to be considered for the Finance Director role then please send a covering letter with your CV to [steve.silk@gloucestershirecricketfoundation.org](mailto:steve.silk@gloucestershirecricketfoundation.org). Please detail your experience and expertise, the skills you will bring to the role and how you will be able to specifically support the GCF to further develop and progress. Alternatively, if you have any questions, or would like to discuss any accessibility requirements you may have, then contact Steve Silk via email or by calling 07554 452228.

### **Safeguarding Statement**

Gloucestershire Cricket Foundation is committed to safeguarding and protecting the children, young people, and vulnerable adults that we work with. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

### **Equal Opportunities**

We are committed to employment practices and behaviours that encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination. If you would like to request any accommodations from application through to interview, please email [steve.silk@gloucestershirecricketfoundation.org](mailto:steve.silk@gloucestershirecricketfoundation.org).

Deadline for applications is Sunday 22<sup>nd</sup> September