



DIRECTOR OF FINANCE Recruitment Pack

AUGUST 2024



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WELCOME

01



Welcome to [Scottish Archery](#). As a National Governing Body for sport in Scotland, and as a limited company we have responsibilities that we must deliver. These are to:

- Treat our members, volunteers, customers and partners respectfully and fairly;
- Control and regulate the environment of our sport;
- Administer the practice and participation of our sport;
- Develop archery across Scotland;
- Prepare and implement a vision and strategic plan for our sport and determine how it will be implemented nationally, regionally and locally;
- Promote our sport;
- Manage the rules and regulations, including anti-doping, child protection and equality;
- Implement and ensure a robust corporate governance framework;
- Support and develop a strong professional workforce; and
- To work with Archery GB, World Archery and all other necessary bodies and individuals to unite, in purpose, all Scottish archery clubs, where possible;

Scottish Archery's mission is to establish Archery as an inclusive, fun and collaborative sport to grow and develop communities in Scotland. In order to realise our ambition we must ensure that our organisation is well managed, underpinned with good governance and financial stability.

Our Board Director roles are crucial in ensuring the organisation is guided in the right direction, well governed financially and legally, and is delivering against the outcomes and objectives set out in the strategic plan.

About

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About Scottish Archery

Scottish Archery is the trading name of the Scottish Archery Association (SAA), a company limited by guarantee. We are a volunteer led organisation run for the not-for profit and sporting benefit of our membership. We are a Home Nation within the UK governing body for archery which is called Archery GB. Scottish Archery have investment from Sportscotland, AGB and we also access various trust funds where appropriate to further specific projects.

Our board is made up of volunteer directors from both the membership and outside the organisation and is responsible under the Articles of Association and Bye Laws of Scottish Archery to run the company. Its primary objectives are to act as the governing body of the sport of archery in Scotland; to encourage, promote, control and develop the sport in Scotland amongst all sections of the community; and to support athletes of all abilities within the sport to achieve their potential through the pathway programme.



We have the help of five paid posts – a part-time Safeguarding and Operations Manager, a full-time National Development Manager, a full-time Club Development Officer, a full-time Community and Workforce Development Officer and a part-time Chief Executive Officer. We operate through a combination of staff and a voluntary Board of Non-Executive Directors, complemented by an enthusiastic volunteer workforce, all working together to realise the full potential of a vibrant archery community in Scotland.

Scottish Archery has a [three-year strategic plan](#) which sets out our vision, mission and values for the organisation and identifies our key objectives for a three year period. Our latest plan covers the period from 2022 - 2025. Our three-year plan is split into annual business plans to identify key objectives for each year of the strategy. This is logged and tracked using Monday.com and at each monthly staff team meeting the targets and actions are updated with progress towards each target discussed and logged.

We work closely with [Archery GB \(AGB\)](#) on funding, memberships, coaching and workforce development. For further information on AGB you can read more on the website.

WHY JOIN OUR BOARD?

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BENEFITS OF JOINING THE BOARD

- Access training opportunities
- Develop new skills
- Meet new people
- Enhance your CV
- Be part of an amazing inclusive and fun sport
- Be part of an enthusiastic and knowledgeable staff and volunteer workforce

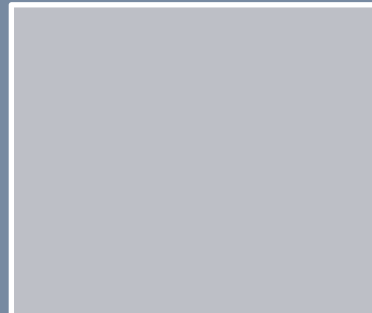
OUR TEAM

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Lyndsay Noon

CEO



Vacant

National Development
Manager



Jacqui Dunlop

Safeguarding & Operations
Manager



Euan Murray

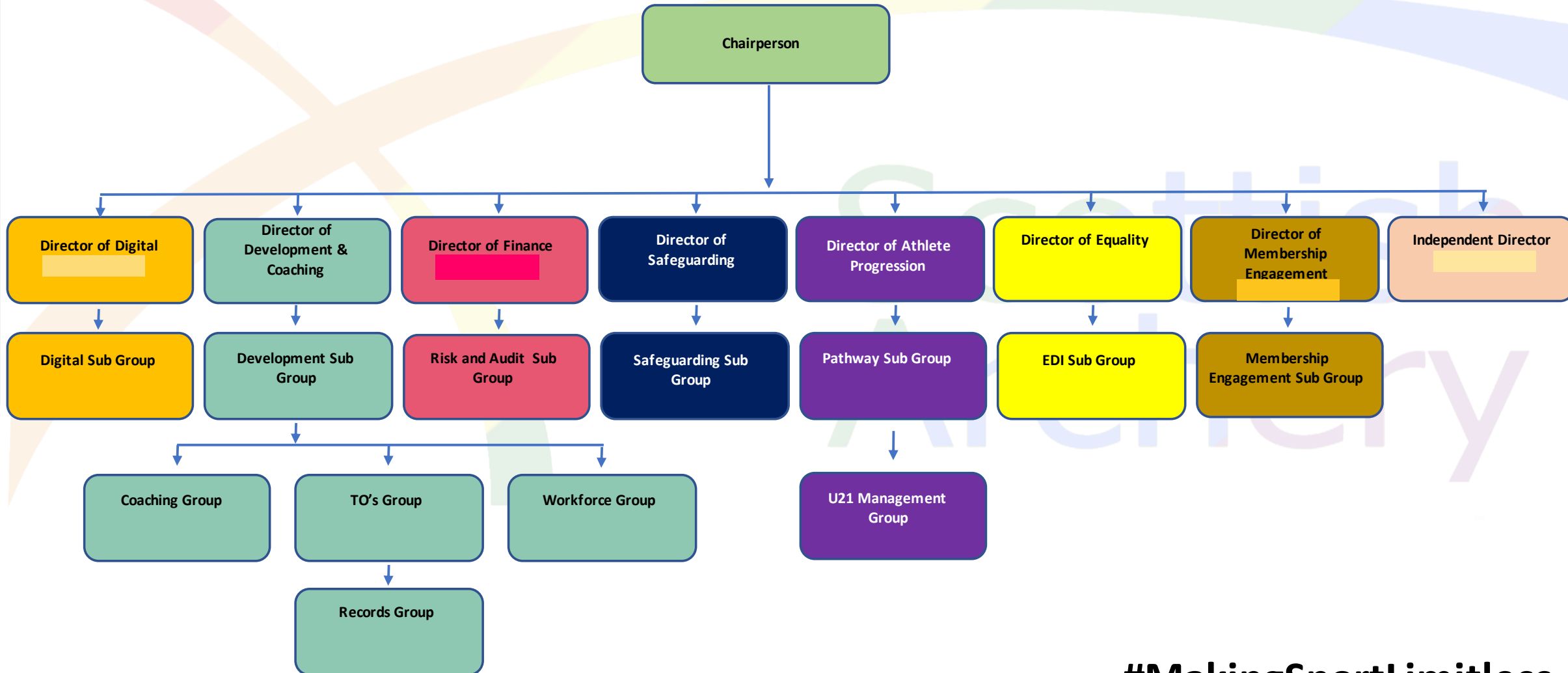
Club and Coaching
Development Officer



Robert Clark

Community and Workforce
Development Officer

Board Structure 2023



#MakingSportLimitless

**DIRECTOR OF
FINANCE
ROLE
DESCRIPTION**

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A woman with long blonde hair, wearing a black archery vest with 'Archery' written on it, is shown from the side, aiming a blue compound bow at a target. The background is a blurred outdoor archery range with other targets visible.

DIRECTOR OF FINANCE ROLE DESCRIPTION

Director of Finance Role Description Role Overview

- This role is accountable to the Board of Directors
- This role is non-remunerated, but travel and meeting expenses will be reimbursed according to our policies and procedures
- This role is open to members and non-members
- The term for this role is three years

Scottish Archery is the national governing body for Archery in Scotland. We strive to create an environment where everyone can reach their potential, whether as a competitor or in a volunteer role. This is an exciting time for Scottish Archery as we continue on the journey of our Strategy 'Building Archery Communities'. We have a small but dynamic team of staff and volunteers who are passionate, knowledgeable and experienced.

We are currently recruiting for a Director of Finance to join our small team to help us fulfil our business goals. The Director of Finance has a strategic role to play in representing the vision and purpose of the organisation and ensuring we are delivering against our strategic plan. The Director of Finance will act as the Board Member with specific responsibility for the strategic oversight of the Financial Business Area for Scottish Archery

DIRECTOR OF FINANCE ROLE DESCRIPTION

Main Duties

- financial planning and budgeting, and compliance with financial requirements.
- ensure compliance with public grant funding requirements
- recording and reporting on all income and expenditure for Scottish Archery
- prepare and report all financial accounting and management matters to the Board with the assistance of relevant Scottish Archery staff as appropriate
- preparation of Annual Accounts for Scottish Archery, in conjunction with any Account Inspectors, for presentation at the organisation's Annual General Meeting
- chair meetings of the Finance subgroup as appropriate
- assist the Board to select and appoint appropriately qualified members and persons from outside the sport (including any firm of accountants) to support Scottish Archery in financial matters
- work with colleagues to undertake any specific project agreed by the Board to support aspects of finance work for Scottish Archery
- report to the Scottish Archery Board on progress and any other issues which may arise within the business area
- represent Scottish Archery at relevant meetings, conferences and/or other events, as may arise from time to time



DIRECTOR OF FINANCE ROLE DESCRIPTION

Critical Competencies

Experience

- A strong understanding of governance and experience of working effectively and in partnership with trustees and/or non-executive directors.
- Experience in managing accounts and preparing financial reports.

Knowledge

- A thorough understanding of budgeting, financial analysis and strategic planning
- An understanding of the roles/responsibilities of a management Board and knowledge of board governance
- An understanding of sport in general
- An understanding of not-for-profit organisations

Skills and Abilities

- Integrity
- Empathetic and understanding
- The ability to communicate ideas and to facilitate discussions
- Critical thinking, creativity and strategic awareness
- An ability to identify potential problems and deal with risk
- Impartiality, fairness and the ability to respect confidences.
- Excellent time-keeping.
- Ability to negotiate with both internal and external bodies
- Strong commitment to equality and diversity, and safeguarding



DIRECTOR OF FINANCE ROLE DESCRIPTION

Time Commitment

- The average time commitment is 6 hours per month. This will consist of:
 - board meetings – approximately 6 meetings per year (mostly online) plus the AGM (**which is still currently delivered online**). This includes preparation time.
 - Monthly finance subgroup meetings (1 hour).
 - Occasional weekend commitments (in person).
 - Representative meetings with key partners and other organisations as required

Additional

We welcome applications from people of all backgrounds and communities to ensure that Scottish Archery best represents the needs of our members and participants. If you have any questions about the role, please don't hesitate to email Lyndsay Noon, Chief Executive Officer of Scottish Archery lyndsay.noon@scottisharchery.org.uk If you would like to discuss any reasonable adjustments or requirements during the process, please just state this in your application or contact **Lyndsay Noon** using the details above.





How to apply

- To apply – please complete the online form by following this link:
<https://form.jotform.com/232332047567354>
- The closing date for application is **Friday 4th October at 12.00pm**
- The successful applicant will be invited onto the board upon successful interview and selection, and the position will be formally ratified at the AGM in November.
- Once appointed, new board members will complete the Scottish Archery board member induction.



THANK YOU

If you would like to get in touch you can
contact us here admin@scottisharchery.org.uk