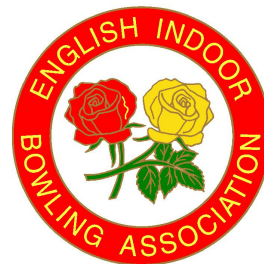


English Indoor Bowling Association Ltd

David Cornwell House, Bowling Green,
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Leicestershire LE13 0FA
Telephone: 01664 481 900 Fax: 01664 482 888

Website: www.eiba.co.uk

General Enquiries: enquiries@eiba.co.uk



Job Description

Director of Finance

The Director shall be responsible for:

- * **Financial Performance**
 - * **Annual Budgets**
 - * **Affiliation Fees/Levy**
 - * **Insurance**
 - * **Loans**
 - * **Banking Matters**
 - * **Auditors**
 - * **Financial Plan**
1. To monitor all financial aspects of the Association, which include effective implementation / development of financial controls.
 2. To establish the amount of Annual Budgeted expenditure on behalf of the Association, across all its agreed cost centres.
 3. To create/discuss and publish draft budgets for each cost centre prior to the commencement of each financial year. To agree their overall effectiveness and recommend their adoption equating to the Annual budget spend to the Board.
 4. To receive, review and recommend the Annual Financial Accounts.
 5. To make recommendations of any changes to the Club/County Annual Subscription fees, annual levy payment, to the Board for approval and adoption.
 6. To meet regularly with the Financial Administrator and present reports to the Board for due consideration and agreement.
 7. To liaise with the Associations appointed Auditors and Bankers.
 8. To review and amend the Association's insurance arrangements on an annual basis.
 9. To formulate and determine the Financial Strategic/Business plan of the Association in consultation with the Chief Executive (CE). Both plans in their completed form are to be presented to the Board for approval and adoption.