

# England



## Angling Trust Team England Fly Fishing (AT TEFF)

Executive Officer

Finance

Role Description & Person Specification



## **Introduction**

The Executive Officer Finance is a member of the AT TEFF Executive Committee who is responsible for overseeing AT TEFF Finances, and additionally has shared responsibilities with the other Executive Officers.

## **Main Duties**

1. Preparation of Annual AT TEFF Budget
2. Facilitating and guiding Cost Code Managers to prepare their separate budgets
3. Preparation of a summarised analysis of Incomes, Expenditures and balances for AT TEFF Exec review.
4. Advising AT TEFF Executive on the setting of Grants and Individual Contributions levels.
5. Oversight and review of AT TEFF associated Cost Code accounts and transactions.
6. Liaison with AT Finance department on AT TEFF account and cost codes
7. Supporting AT Finance department on AT TEFF account, cost codes and transactions.
8. Supporting AT TEFF volunteers in the preparation and submission of expense claims/
9. To comply with and adhere to all AT TEFF & Angling Trust corporate governance requirements, policies and procedures.
10. Ambassador for AT TEFF
11. Current member of Angling Trust

## **Shared Main Duties**

12. Development and formulation of AT TEFF's Strategic Plans
13. Development of AT TEFF's Financial Plans.
14. Development and formulation of AT TEFF's Corporate Oversight & Governance.
15. Development and formulation of AT TEFF Teams Performance improvements.
16. Development and formulation of AT TEFF Team Members Performance improvements.
17. Development and formulation of AT TEFF Fundraising and Sponsorship opportunities
18. Development and formulation of increasing Participation in AT TEFF events.
19. Development and formulation of increasing Range of Competitive Fly fishing
20. Corporate oversight of all ATTEFF Activities relating to World (Senior & Masters), European, 5N, Loch, River and Bank Championships.

## AT TEFF EXECUTIVE OFFICER FINANCE PERSON SPECIFICATION

REQUIREMENTS	DESIRABLE
Job Knowledge/ Skills/Aptitudes	<p>Use of social media and web systems</p> <p>Working knowledge &amp; understanding of current Competitive Fly-Fishing Championships</p> <p>Working knowledge &amp; understanding of current Safeguarding and Corporate governance requirements.</p> <p>Budgeting, Cost Accountancy, financial management experience and basic book keeping</p>
Personal Qualities	<p>Good interpersonal skills</p> <p>Pro-active Team leader/player</p> <p>A great motivator focused on achievements and delivery of results.</p> <p>Able to work both independently and as part of a team.</p> <p>A strong sense of ethics &amp; fair play Good interpersonal skills</p>
Circumstances	<p>Driving licence &amp; own transport.</p> <p>Willing to travel</p> <p>Ability to work flexible hours when needed</p> <p>Able to dedicate volunteer time and personal resources to role</p>