

# NON-EXECUTIVE FINANCE & RISK DIRECTOR RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact **COLIN BRIDGFORD** on **[COLIN.BRIDGFORD@MANCHESTERFA.COM](mailto:COLIN.BRIDGFORD@MANCHESTERFA.COM)**



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# WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER  
GRASSROOTS  
GAME IN GREATER  
MANCHESTER"**

# AN INTRODUCTION

## CEO, SENIOR SAFEGUARDING LEAD & COMPANY SECRETARY; COLIN BRIDGFORD

Dear Applicant,

Manchester FA is looking to recruit a dynamic individual to strategically lead at Board level in relation to Finance and Risk. The appointed person will assist our Board of Directors to make informed decisions as to the direction, support and investment required to grow and develop the grassroots game across Greater Manchester. We are therefore looking for an individual who has a credible knowledge, experience and understanding of finance, risk and a valuable understanding of good corporate governance within sport. The role will also assist myself with compliance of The FA's Governance Code.

As a Board Director at Manchester FA, you will provide expertise and guidance to the Board and to the Executive Team. This role also has the responsibility of Chairing our Risk and Audit Committee / Working Group. The purpose as a Board is to provide the strategic direction to the executive to deliver and execute our strategic business plan, enhancing and growing the opportunities to develop the game across Greater Manchester.

Our Board of Directors are the ultimate decision-making body and accordingly exercise all the powers of the association. We have a unique blend of expertise that helps Manchester FA be a leading County FA for governance and for football participation. We are proud of our tradition but have always sought ways of enhancing our positive impact on the game locally. The successful applicant will join our current Board of Directors, which include:

John McLellan-Grant – Chair of Board – Operational Director  
Colin Bridgford – CEO, Senior Safeguarding Lead, Company Secretary, FA Representative in FA Council  
Will Blandamer – Independent Non-Executive Director – Safeguarding Board Champion  
Geraldine Ryan – Independent Non-Executive Director – Legal and Compliance Lead  
Dr Robina Shah MBE DL JP – Independent Non-Executive Director – Equality and Inclusion Lead  
Elliot Ward – Executive Director – Communications and Marketing Lead  
Rebecca Britain – Executive Director – Professional Game Lead  
Karen Bardsley – Independent Non-Executive Director – Women and Girls

To join our Board of Directors you must be able to demonstrate our three core business values of; passionate, inspiring and professional.



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## The requirements of a Board Director and our commitment to Safeguarding

The roles on our Board are voluntary and are unpaid but we will pay reasonable expenses incurred. The association has a nominations committee led by the Senior Non-Executive Director (Chris Brindley, MBE). Chris will lead on this recruitment assisted by the Chair and also the CEO. The Nominations Committee will then make a recommendation to the Board of Directors for appointment.

The role involves compliance with the Articles and Association of Manchester County FA, together with Legal Compliance of the Companies Act 2006.

We are seeking a Board Director that will lead on Finance and Risk but will also provide executive directorship in other key areas of the Business, such as Corporate Governance. We are looking for a person that will lead by example and add value through their knowledge and behaviours. The role will require flexibility to attend Board Meetings, these take place quarterly in an evening. The dates for 2022/23 season are proposed as follows:

Thursday 28th July 2022

Thursday 27th October 2022

Thursday 26th January 2023

Thursday 27th April 2023

However, the organisation accepts that flexibility is required for those Directors attending and although attendance in person is a strong advantage, we will not discriminate or discourage those that would have to (on occasions) attend via Teams, Zoom, WebEx or via a Conference Call.

There will also be a Board Teams call that will take place in the intervening months of those listed above. Those Teams calls will be of an hour's duration and take place in an evening and are in place to provide effective support to our Executive and provide accountability for any open action points.

As an 'Independent Non-Executive Director' it is crucial that you integrate well with our team and executive providing the support to enable Manchester FA to continue to strive to provide effective governance and development of the game here in Greater Manchester.



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# ROLE DESCRIPTION

## NON-EXECUTIVE FINANCE & RISK DIRECTOR

### Commitment:

This role requires a commitment to attend four Board meetings a year. Meetings are normally held on the last Thursday of each month of July, October, January and April and normally last in the region of 2 hours. The role will also Chair the Risk and Audit Working Group Committee with the Chair determining the date of those quarterly meetings.

### What is the role?

The Non-Executive Finance and Risk Director will act as an ambassador for Manchester Football Association and act as a custodian of the highest standards of integrity and governance. The Director will bring recent and relevant financial experience that will enable robust financial controls and secure systems of risk management. They will work closely with the wider Board, ensuring that they are informed through relevant and timely information. They will be required to form a strong relationship with the CEO, providing support and acting as a sounding board on all financial matters.

### What will you do?

- To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies, and financial investment required to achieve the overall long-term business objectives.
- To oversee the financial planning of the Association by analysing its performance and risks.
- To retain constant awareness of the Association's financial position and act to prevent problems.
- To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.

Application Deadline **10 JUNE 2022**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **COLIN BRIDGFORD** on **COLIN.BRIDGFORD@MANCHESTERFA.COM**



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# APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact [Alex.West@ManchesterFA.com](mailto:Alex.West@ManchesterFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy on our website.

Manchester FA are committed to addressing individuals from historically underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

## **Safeguarding is at the Heart of What we do!**

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

## **KEY DATES**

**APPLICATION CLOSING DATE: 10 JUNE 2022**

**INTERVIEWS: TBC**

# INDIVIDUAL ROLE PROFILE

## NON-EXECUTIVE FINANCE & RISK DIRECTOR

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

<b>Role Title</b>	Non-Executive Finance and Risk Director
<b>Reports To</b>	Chair of the Board of Directors
<b>Direct Reports</b>	N/A
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>-To direct and monitor the business affairs of the Association by determining the vision, strategy, plans, policies, and financial investment required to achieve the overall long-term business objectives.</li><li>-To oversee the financial planning of the Association by analysing its performance and risks.</li><li>-To retain constant awareness of the Association's financial position and act to prevent problems.</li><li>-To be an active board member, providing strategic oversight and to constructively challenge and review the Manchester FA strategic plan.</li></ul>
<b>Remuneration &amp; Expenses</b>	This is a voluntary role. However, relevant expenses will be paid in line with the current Manchester FA and FA Expense Policy.
<b>Time commitment</b>	This role requires a commitment to attend four Board meetings a year. Meetings are normally held on the last Thursday of each month of July, October, January and April and normally last in the region of 2 hours. The role will also Chair the Risk and Audit Working Group Committee with the Chair determining the date of those quarterly meetings.
<b>Location</b>	Our offices are based at The Etihad Campus in Manchester. Our Board Meetings take place across Greater Manchester.

## RESPONSIBILITIES

### General

- Serve as a Director of Manchester FA and to actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Safeguard the interests of the membership and stakeholders of the Association.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.



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- Jointly oversee the management of risk to the Association.
- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association and ensure the effective use of Manchester FA finances.
- Promote equality of opportunity throughout the Association.
- Represent the Association to partners and stakeholders of the Association in a professional manner.
- Act with discretion in respect of sensitive, confidential, or commercial information provided to you in this role.

## **Finance**

- Oversee all audit and control operations.
- Oversee the preparation of timely and detailed reports on financial performance on a quarterly and annual basis.
- Provide support to, and act as a sounding board for the CEO on financial matters.
- Ensure compliance with regulations, statutes and guidelines.
- Ensure financial controls and processes are in place.
- Support the Association in its strategic decision-making.



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# PERSON SPECIFICATION

## Essential (Required to fulfil the role)

Proven experience as a Director of Finance or similar role. This will include working as a CFO/ Director of Finance and/or accountancy qualifications.  
In-depth knowledge of corporate finance and accounting principles, laws and best practices.  
Solid knowledge of financial analysis and forecasting.  
Possess or show willingness to have an understanding of grassroots football.  
Analytical and rational thinking.  
Positive attitude and highly self-motivated with ability to motivate others.  
Evidence of emotional intelligence and self-awareness.  
A strong commitment to promoting and embedding diversity and inclusion at all levels.

Enhance DBS Check Required - YES  
Check required on Companies House disqualified directors' register - YES  
Full Driving License - YES

## Values

### PASSIONATE

Creating opportunities, broadening football's appeal and keeping more people involved in the game.  
Committed to delivering a high-quality service, every time.

### INSPIRING

Inspiring the next generation of players, coaches, referees and volunteers.

### PROFESSIONAL

Committed to delivering a high-quality service, every time on and off the field.

## KEY DATES

**APPLICATION CLOSING DATE: 10 JUNE 2022**

**INTERVIEWS: TBC**

# APPLICATION FORM

## NON-EXECUTIVE FINANCE & RISK DIRECTOR

Please return this completed application form and completed equality monitoring form [HERE](#) to COLIN.BRIDGFORD@MANCHESTERFA.COM before 10 JUNE 2022. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Colin Bridgford - CEO. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES  NO

Do you have access to your own personal transport?

YES  NO

Do you currently have an in-date FA DBS check?

YES  NO

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES  NO



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# EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

# EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

# INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobbie / Lived Experience	How does this support your application?

# MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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# HOW I MEET THE REQUIREMENTS

## NON-EXECUTIVE FINANCE & RISK DIRECTOR

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

### **Please explain why you think you are well suited to meet the purpose of this role?**

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

### **Please overview your experience and knowledge of the role of being a Board Director?**

### **Please provide what you believe the key challenges and risks to an SME such as Manchester FA, post Covid?**

In addition to Finance and Risk, what other skill sets do you also have that will complement your knowledge on our Board of Directors and where listed, please indicate how you would self-score those skills. 1 – being some knowledge and understanding 2 – operational effective and efficient in this area 3 - Extensive knowledge understanding and competency.

### **How do I meet the values of Manchester FA?**

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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# ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

# REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

### Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

**SIGNATURE**

**DATE**

The final date for consideration of applications is 10 JUNE 2022  
Either email: [Colin.Bridgford@ManchesterFA.com](mailto:Colin.Bridgford@ManchesterFA.com)

Or post and address as follows:  
Strictly Private & Confidential  
Colin Bridgford CEO  
National Squash Centre  
Gate 13 Rowsley Street  
Etihad Campus  
Manchester  
M11 3FF