

Finance Director – Job Description



General:

The Finance Director is an Executive Director of Rothley Park Golf Club Ltd. Working with the Chairman and other members of the Board of Directors you will provide input into the Strategic Plan for the Club and the achievement of its operational objectives.

You will be expected to attend and play an active role in regular Board and Committee meetings throughout the year.

The role of Finance Director is to set and manage annual budgetary controls as dictated by the Board of Directors in order to maintain the financial integrity of Rothley Park Golf Club Ltd. As a member of the Board of Directors you should consistently strive to uphold the values of Rothley Park Golf Club.

Key Responsibilities:

- Recommending an appropriate level of overall subscription income
- Preparation of annual budgets for approval by the Board
- Presentation of those budgets to the members at an Annual General Meeting
- Preparation of monthly accounts and presentation of those accounts to the Board
- Liaise with Independent Examiner to finalise those accounts
- Presentation of final annual accounts to members at a General Meeting
- Managing the investment of surplus funds
- Leading plans for financing capital expenditure and major capital projects
- Acting as the “approved person” in relation to RPGC’s Financial Conduct Authority registration
- Acting as company Secretary for Rothley Park Golf Course Company Ltd (a non-trading company) which requires:
 - Calling one annual board meeting and members meeting and maintaining minutes of those meetings
 - Filing the annual accounts and an annual return with Companies House

Experience:

Candidates for this role must have been a member of Rothley Park Golf Club for at least six years. They will have had a background in, or significant experience of, accountancy.