



Independent Board Director - Finance

ABOUT US

Table Tennis Ireland (TTI) is the National Governing Body for the sport of Table Tennis responsible for the management and overall development of all areas of the sport, throughout the island.

TTI is governed by a voluntary Board of Directors currently comprising of 6 Directors and a Company Secretary. The Board is supported by the CEO, Administration and Finance Officer and executive team, who look after operations.

Table Tennis Ireland Vision is 'a sport for all, a sport for life'. It is a totally inclusive sport suitable for all age groups, from juniors to masters, as well as able bodied and those with a disability.

About the person

TTI are currently seeking an individual with finance experience to join the Board. The successful candidate will have knowledge and experience in financial management and accounting. They should be a good communicator and confident in disseminating financial data with clarity.

THE ROLE

Finance Director is a voluntary role to assist in the provision of financial information to the Board in order to facilitate planning, control and decision-making.

Key responsibilities include:

- Monitoring expenditure, ensuring that it is in line with the annual budget agreed with Sport Ireland.
- Providing quarterly Management Accounts and key reports throughout year as required.
- Creating and reviewing financial policies and procedures.
- Reviewing TTIs quarterly management accounts before it is put to the Board for approval.
- Liaising with auditors as required.
- Countersigning the expenses of the CEO and Chairman as required.
- Presenting Financial Reports to members and stakeholders at year end & AGM.
- Support the Board in overseeing the preparation of annual accounts and financial reports to the board for the AGM and the to the CRO
- Support the Board, CEO in ensuring that any recommendations of the auditors are implemented.
- Support the Board in reviewing and advising on financial procedures where necessary with the support of the manager and team

- Support the Board in ensuring that appropriate accounting procedures and controls are in place.
- Attend and participate in Board meetings and attend Audit and Risk Committee meetings as required.

THE CANDIDATE

The ideal candidate will be either a qualified accountant. We expect that this person would bring the following attributes to the role:

- Strong decision making capabilities and project management skills
- Attention to detail and ability to work to deadlines
- Independent of thought and sound judgement
- Integrity with strong ethical approach
- Strong communications, interpersonal and relationships skills
- An understanding of good governance practices and company regulations
- Ability to prioritise/manage demands of a voluntary organisation
- A high level of motivation, a positive disposition and sound judgement
- Experience within a not-for-profit environment would be an advantage.
- An interest in sport would be an advantage.

Commitment Required:

There will be approximately 8 Board meetings and the Annual General Meeting to attend each year, as well as attendance at quarterly Audit & Risk Committee Meetings.

Meetings are normally held online and occasionally in Dublin at the Sport Ireland Campus.

Outside of Board meetings time commitment required would be 2 to 3 hours per month.

This is an unremunerated role however reasonable travel expenses will be paid.

Application Process:

- Applicants are invited to submit a cover letter and a supporting CV to: david.mcnally@tabletennisireland.ie
- The closing date for applications is: 15th November 2024.
- If you wish to discuss any aspect of the role please e mail the Chair Arnold Morgan chair@tabletennisireland.ie or CEO David McNally david.mcnally@tabletennisireland.ie.
- Applicant must clearly demonstrate their ability to meet the requirements of the role as set out above, detailing their relevant experience, expertise, knowledge, and skills.
- Applications will be assessed by a working group established by the Board to oversee the appointment process. A short-listing process will be undertaken following the deadline, with shortlisted applicants invited to virtually meet the working group.
- It is anticipated that the appointments will be ratified by the Board.