



# FINANCE DIRECTOR

Role Description | 2023

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Triathlon Ireland (TI) is the national governing body for the sport of Triathlon, Duathlon and Aquathlon in Ireland, affiliated to World Triathlon and Europe Triathlon.

Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this, in collaboration with our network of strong affiliated clubs, through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from novice to elite to participate in the sport.

Triathlon Ireland has a non-executive Board who employ a Chief Executive Officer, who in turn manages a team of 20+ professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches.

Triathlon Ireland has a Constitution which contains the fundamental rules of its operation.

## OUR VALUES

To strengthen our community, open triathlon to all and to transform lives through swimming, cycling and running.

# OUR MISSION

To deliver a sport that...

- Is vibrant and attractive to all
- Runs brilliant events that captures people's imaginations
- Innovates to grow
- Delivers international success
- Gets the nation moving



## BOARD COMPOSITION

The Board consists of the following Directors:

- The Table Officers (being the President, Finance Director and Vice President) elected by the members at AGM.
- Four (4) Ordinary Directors elected by the members at AGM.
- Two co-opted Independent Directors to compliment the skill set and experience of the Board as it sees fit.

# DIRECTORS DUTIES

**TO ACT** as a Director of Triathlon Ireland (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and the communities within which the Company operates.

**TO USE** such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

**TO PLAY** a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

**TO ENSURE** that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

**TO ENSURE** that the decisions of the Board are fully, promptly and properly carried out;

**TO CHALLENGE** and contribute to the development of strategy constructively;

**SCRUTINISE** the performance of management in meeting agreed goals and objectives and monitor the reporting of performance



# DIRECTORS DUTIES CONTINUED

**SATISFY** themselves that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

**ENSURE** that they are consulted upon and participate in: the appointment and dismissal of senior managers; succession planning;

**ENSURE** that they are consulted upon and receive adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

**ENSURE** that they have access to such key managers and professional advisors of the Company as may be required to enable the Director to perform their duties;

**ENSURE** that they fully understand: the business of the Company and its services, the sport and territories in which the Company operates; the roles of staff in the Company; the Company's organisation, structure and methods of working;

**TO ENSURE** that they understand the views of major funding partners and sponsors;

**TO ATTEND** a comprehensive, formal and tailored induction;

**SEEK** continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

**TO ENSURE** that any concerns which cannot be resolved about the running of the Company or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chair, for circulation to the Board, with regard to any such concerns.

# FINANCE DIRECTOR: SPECIFIC RESPONSIBILITIES

The role of Finance Director will have the additional responsibility of 'Chair of the Audit & Risk Committee' and will:

- **REVIEW** the company's financial plans and monthly management reports and provide informed advice to the Board on financial matters;
- **ENSURE** financial probity;
- **REPORT** to the Board annually on the effectiveness of Company's financial procedures taking account of the views of individual directors;
- **WORK** with the CEO and Executive Team to submit Finance strategies, policies and budgets for approval by the Board;
- **PROVIDE** strategic financial direction to support the Board in meeting its strategic goals.
- **ASSIST** the Board in identifying, understanding and managing its financial risks.
- **ENSURE** the organisation is fully compliant in its statutory and regulatory obligations.
- **ENSURE** the organisation is financially robust and sustainable.
- **BE** an authorised signatory of the company.
- **CONTRIBUTE** to the achievement of the company's business objectives by providing advice and guidance on financial strategy.
- **PROVIDE** financial advice and guidance to the company's managers and staff to enable them to achieve their objectives.
- **DEVELOP** and implement an internal audit programme to ensure that the company complies with financial procedures and regulations.

# FINANCE DIRECTOR: QUALIFICATIONS & EXPERIENCE

- A formal accountancy qualification.
- Extensive senior level accountancy experience.
- Significant managerial experience.
- Strategic thinking skills.
- Excellent interpersonal skills.
- Experience of involvement in an audit committee or similar
- A sound working knowledge of the sport and the public and private sectors
- Awareness and understanding of issues facing sports organisations at domestic and/or international level.

## FURTHER INFORMATION

This position is voluntary and will involve a commitment of approximately 1-2 days per month (inclusive of Board and sub-committee meetings.)

The term of office is four years. All reasonable expenses incurred during the fulfilment of duty will be reimbursed in line with Triathlon Ireland's Finance and Expense Policy.

We are committed to operating a positive and flexible professional environment and will seek to ensure that we remove any barriers to full engagement on our Board.