



Director of Finance & Corporate Services Job Description

Job Purpose

The Director of Finance & Corporate Services is a key member of Cricket Scotland's senior leadership team.

Reporting directly to the CEO, the post holder is responsible for leading the organisation's finance and governance functions ensuring compliance, strategic alignment, and effective delivery of Cricket Scotland's priorities.

This role combines strategic leadership with hands-on operational oversight and plays a central role in supporting the organisation's vision; to grow the game and unite people and communities through cricket. This role will also act as a senior deputy to the CEO, providing continuity during periods of CEO absence and contributing to strategic planning, decision-making, and stakeholder engagement.

Key Responsibilities

Financial Leadership and Management – Core Focus

- Lead the organisation's financial strategy, budgeting, forecasting, and reporting, ensuring tight cost control and effective financial decision-making.
- Deliver monthly management accounts, cash flow forecasts, and long-term financial planning aligned with strategic priorities.
- Provide financial analysis to support strategic decisions at Board and senior leadership level.
- Produce year-end statutory accounts and manage the audit process with external auditors.
- Ensure compliance with regulatory requirements (e.g., VAT, Corporation Tax, HMRC obligations).
- Oversee payroll, pensions, expense claims, and related financial processes.
- Provide robust financial oversight for matchdays, events, and ticketing activities.
- Support departmental budget holders with financial advice to ensure effective budget management.
- Maintain and enhance internal financial controls, ensuring compliance and risk mitigation.
- Regularly review and update the Financial Procedures Manual.
- Act as the executive lead for the Finance, Risk & Audit Committee, preparing papers and presenting reports.

Governance and Company Secretarial Duties

- Act as Company Secretary, ensuring full compliance with Companies House, Financial Conduct Authority, and company law.
- Support governance reforms and promote high standards of transparency and effectiveness at Board level.
- Maintain accurate governance records and filings in collaboration with the Executive Officer.
- Prepare and present reports for Board and general membership meetings such as the Annual General Meeting.
- Ensure organisational policies and procedures are embedded in day-to-day operations.

Executive and Organisational Leadership

- Contribute to Cricket Scotland's strategic and operational planning as part of the Senior Leadership Team.
- Deputise for the CEO when required, representing the organisation with key stakeholders.
- Lead and support the small corporate services team, fostering a collaborative and high-performing culture.
- Provide timely, accurate insights and reports to the CEO, Board, and funding partners.

Data Management & Systems

- Oversee organisational data management and ensure GDPR compliance.
- Act as the Data Protection Officer and promote good data governance.
- Ensure finance, membership, and administrative systems are fit for purpose and optimised for efficiency.

Commercial Oversight

- Provide oversight of the organisation's commercial strategy to support financial resilience.
- Supervise and support the Commercial & Partnerships Manager, supporting sponsorship and revenue generation activity.
- Support key national projects (e.g., LA28, ICC T20 World Cup, national facilities strategy) in partnership with the CEO.

Stakeholder & Funders Management

- Maintain strong relationships with funders such as **sportscotland** and ICC, ensuring compliance with reporting requirements.
- Support funding applications and provide financial analysis for business cases.
- Liaise with external auditors, HR providers, and legal advisors as needed.

Note: This job description is not exhaustive. The post holder may be required to undertake other duties consistent with the role. It is subject to periodic review to reflect the evolving needs of Cricket Scotland.

Success Measures

Success in the Director of Finance & Corporate Services role will be defined by the delivery of robust financial leadership, ensuring the organisation's resources are well managed and its governance standards are upheld.

The postholder will build confidence with the CEO, Board, and key stakeholders through accurate, timely reporting and strong financial discipline, while ensuring corporate services operate smoothly to support Cricket Scotland's strategic goals.

Key success measures will include:

- Timely, accurate, and transparent financial reporting, with clean audit outcomes.
- Budgets and cashflow rigorously monitored, with proactive financial risk management and cost control.
- Strong Board confidence in financial planning, governance, and compliance processes.
- Corporate services and governance functions operating efficiently and effectively, supporting the wider organisation.

Working Relationships

- Reports directly to the CEO and is a member of the Senior Leadership Team.
- Liaison with the Non-Executive Director responsible for the Finance, Risk and Audit Committee.
- Works closely with the Board, **sportscotland**, ICC, auditors, HR services, and legal advisors.
- Provides leadership across internal teams and supports budget holders.

Direct Reports:

This is a line manager role and there will be a small number of direct reports including a part time bookkeeper.

Skills and Experience

To be considered for this role, applicants must be able to demonstrate the following **essential** skills and experience:

- **Finance expertise is critical.** We're seeking a qualified Chartered Accountant (CA, ACA, ACCA, CIMA, or equivalent) with substantial post-qualification experience in senior financial leadership.
- Proven track record in financial management, including:
 - Leading complex budgeting, forecasting, and financial reporting processes.
 - Ensuring rigorous cost control and financial discipline in a challenging funding environment.
 - Overseeing statutory accounts, tax compliance, and external audits.

- Strong understanding of statutory reporting and regulatory frameworks, with the ability to act as Company Secretary and ensure governance compliance.
- Experience in strengthening financial systems and internal controls, improving financial infrastructure and processes.
- Demonstrated ability to support and advise Boards and senior stakeholders with clear, insightful financial analysis to inform strategic decisions.
- Excellent analytical and problem-solving skills, with the ability to communicate complex financial information in a clear and accessible way to non-specialists.
- Excellent relationship-building skills, with experience collaborating with funders, regulators, and key external partners.

The following skills and experiences would be beneficial and advantageous to the role but are not essential:

- Experience working within the sports, charity, or not-for-profit sector, with an understanding of funder reporting requirements.
- Familiarity with finance and corporate systems such as Xero, ApprovalMax, and Dext.
- Experience supporting governance reforms, organisational change, or Board development.
- Knowledge of the Scottish and UK sports governance landscape.
- Background in commercial strategy, sponsorship development, or income generation.
- Awareness of data governance, GDPR requirements, and corporate systems optimisation.

Personal Attributes

We're looking for someone who will bring both expertise and the right mindset to help deliver Cricket Scotland's 2024–2028 strategic plan, growing the game, enhancing inclusivity, and building a sustainable future for cricket in Scotland.

To thrive in this role, you will be:

- A strategic and pragmatic finance leader with exceptional attention to detail.
- Able to build trust through strong financial insight and transparent reporting.
- Collaborative, values-driven, and committed to high standards of governance and inclusion.
- Resilient and adaptable, with a solutions-focused mindset.

About Cricket Scotland

Cricket Scotland is the national governing body for cricket in Scotland. Our vision is simple – to unite people and communities through cricket.

Cricket is Scotland's most diverse sport, and we are committed to making it the most inclusive and welcoming. Our 2024–2028 strategy focuses on uniting Scotland's cricketing communities, making cricket accessible and enjoyable for all, and fostering a culture of continuous improvement and shared success.

The Director of Finance & Corporate Services plays a vital role in enabling this strategy. By providing strong financial leadership, robust governance, and operational support, this role ensures Cricket Scotland has the stability, transparency, and resources needed to grow the game, enhance inclusivity, and deliver meaningful impact for communities across Scotland.

Our Values

Our core values are central to everything we do. They describe what is important to us, how we will work together to achieve our goals, and the behaviours we look for – and those we discourage – in our interactions with each other.

- We are proud to be **diverse**, committed to being **inclusive** and **welcoming**.
- We are **transparent and accountable** to ourselves and our sport.
- We ensure **people are central** to everything we do.
- We are **bold and brave** to drive the sport forward.
- We always remember cricket should be **enjoyable for all**.

Why Work for Cricket Scotland?

At Cricket Scotland, you'll be part of a passionate and purpose-driven team committed to growing the game, inspiring communities, and creating a more inclusive future for sport. We value collaboration, innovation, and the wellbeing of everyone who works with us.

When you join our team, you'll enjoy:

- ***Generous holiday and flexible working***
 - 35.5 days' holiday each year (including public holidays).
 - Enhanced sick pay provisions.
 - Flexible and hybrid working arrangements to support your work-life balance.
- ***Health and wellbeing support***
 - A **Health Cash Plan**, giving you money back on everyday health costs like dental, optical, and physiotherapy treatments.
 - Access to 24/7 counselling and wellbeing support, plus online GP appointments.
 - Mental Health First Aiders and an Employee Assistance Programme for confidential help whenever you need it.
- ***Perks and unique experiences***
 - Tickets for international cricket matches so you can experience the sport you're helping to grow.
 - A welcoming, inclusive workplace culture where your voice is valued.
- ***Career growth and development***
 - Opportunities for personal and professional development to help you thrive.

- A supportive environment that encourages learning, creativity, and progression.

Our commitment to inclusion

Cricket Scotland is committed to building a diverse and inclusive workforce. We actively encourage applications from people of all backgrounds, especially those from underrepresented communities, including but not limited to women, disabled people, Black and minoritised ethnic candidates, and those from the LGBTQ+ community.

If you require any adjustments to participate in the recruitment process, please let us know.

Salary

Circa £60,000

Hours of Work

This is a full-time role, working **37.5 hours per week**.

Place of Work

The National Cricket Academy is based in Edinburgh. Hybrid working options are available.

Please note that successful candidates will be required to live in Scotland and have the right to work in the UK.

Application Process

To apply for this post, [please follow the link to our recruitment portal](#), where you will be asked to initially provide your personal details, and then to upload a copy of your CV and a cover letter that shows your interest in this role and what you will bring to the role.

The closing date for the post is **Friday 15 August 2025** and interviews are planned to take place from **Monday 25 August 2025**.