

## **Finance Team Leader – Role Description**

### **Joint Residential Experience – Derbyshire Scouts and Girlguiding Derbyshire Event Year: Summer 2027**

#### **Overview of the Role**

To lead and manage all financial aspects of the joint residential event for Derbyshire Scouts and Girlguiding Derbyshire. The Finance Team Leader will ensure that the event is financially viable, operates within an agreed budget, and complies with the financial policies and governance standards of both organisations. The role will be pivotal in maintaining robust financial controls and ensuring the efficient and effective use of resources throughout the planning, delivery, and evaluation stages of the event.

The Finance Team Leader will work closely with the Event Organisers, Trustees, and key stakeholders, providing regular financial updates and strategic advice to support decision-making.

#### **Key Responsibilities**

##### **Financial Planning and Management**

- Develop and maintain a detailed financial plan and budget for the event, in collaboration with the Event Organisers and Trust Boards.
- Ensure that all income and expenditure are accurately recorded and reported, maintaining transparency at all stages.
- Monitor financial performance against the agreed budget, identifying variances and recommending corrective actions where necessary.
- Prepare regular financial reports for presentation to both Derbyshire Scouts and Girlguiding Derbyshire Trustees, highlighting key risks, opportunities, and progress.
- Manage cash flow effectively to ensure the event remains financially solvent at all times.

##### **Governance and Compliance**

- Ensure compliance with the financial policies, procedures, and governance standards of both Derbyshire Scouts and Girlguiding Derbyshire.
- Maintain robust internal financial controls and audit trails for all financial transactions.

- Support the preparation for and participation in any financial audits or reviews.

### **Fundraising and Income Management**

- Oversee and coordinate the financial aspects of fundraising efforts, sponsorships, grants, and donations.
- Ensure that all fundraising income is collected, recorded, and used appropriately according to the event's financial plan and any donor restrictions.

### **Procurement and Contracts**

- Support the procurement process, ensuring value for money and compliance with procurement policies.
- Review and monitor financial commitments and contracts with suppliers and service providers.

### **Risk Management**

- Identify, assess, and manage financial risks, including the creation of contingency plans.
- Provide advice and recommendations on financial risk mitigation to the Event Organisers and Trust Boards.

### **Final Reporting and Evaluation**

- At the conclusion of the event, prepare a full financial report detailing income, expenditure, and any surpluses or deficits.
- Provide recommendations for financial improvements for future events.

### **Skills and Knowledge**

- Excellent financial planning, budgeting, and reporting skills.
- High level of attention to detail and accuracy.
- Strong knowledge of financial governance and compliance requirements.
- Ability to build, maintain and facilitate effective working relationships with a wide range of people.
- Ability to advise and guide non-financial volunteers and stakeholders on financial matters clearly and confidently.
- Competence in the use of financial software and Microsoft Office applications (particularly Excel).

- Experience in financial management for large-scale events or charitable organisations.
- Ability to assess risk and develop mitigating strategies.

### **Personal Qualities**

- Integrity, honesty, and a strong sense of responsibility.
- Ability to work independently and proactively while also contributing to a team.
- Flexible, adaptable, and able to respond quickly to changing circumstances.
- Calm and confident under pressure.
- Passionate about supporting the development of young people through high-quality, inclusive experiences.

### **Relationships**

The Finance Team Leader will report to:

- The Event Organisers of the Joint Residential Experience
- The Trust Boards of Derbyshire Scouts and Girlguiding Derbyshire

The role will work closely with:

- Trustees and appointed financial officers from both organisations
- The Event Delivery Team (including Health and Welfare, Logistics, Programme, and Catering Leads)
- External suppliers and service providers

**Reviewed:** April 2025

**Next Review:** September 2025