



## World Orienteering Championships 2022

The Scottish Orienteering 6-Day Event Co Ltd is seeking to fill the role of Finance Director for the World Orienteering Championships 2022 (WOC 2022) which will be staged in Edinburgh.

The Scottish Orienteering 6-Day Event Co Ltd is the Local Applicant underwriting this event and is assisted by the key partners of British Orienteering, Scottish Orienteering Association, EventScotland, City of Edinburgh Council and the University of Edinburgh.

Title		Finance Director
	<b>Overview of role</b>	<p>The Finance Director will work closely within the organising framework of the event and report to the Organising Committee. They will plan, co-ordinate and organise all financial aspects relating to the event.</p> <p>This is a volunteer role but appropriate expenses e.g. travel and accommodation will be met by the Scottish Orienteering 6-Day Event Co Ltd</p>
	<b>Communications</b>	<p>The key stakeholders the Finance Director will have most contact with will be:</p> <ul style="list-style-type: none"> <li>• Event Director/Organising Committee</li> <li>• Funding partners EventScotland and the City of Edinburgh Council</li> <li>• Finance Director of the Scottish Orienteering 6-Day Event Co Ltd</li> </ul> <p>Organising Committee meetings will usually be held in Edinburgh</p>
	<b>Timings</b>	The Scottish Orienteering 6-Day Event Co Ltd is looking to fill this role with immediate effect
	<b>Main responsibilities</b>	<p>Reporting</p> <ul style="list-style-type: none"> <li>• Produce an operational budget for the event and monitor income and expenditure against budget that meet the requirements of the event and our key funding partners.</li> <li>• Produce and monitor cash flow predictions for the event.</li> <li>• Put in place suitable auditing.</li> <li>• Produce final event accounts and reports</li> <li>• Liaise with funding partners over sponsorship/grant payments</li> </ul> <p>Procedures</p> <ul style="list-style-type: none"> <li>• The opening of a bank account and the arrangement of appropriate signatures etc.</li> <li>• Establish suitable procedures for the management of cash during the event.</li> <li>• Set up procedures for the payment of and issuing of invoices.</li> </ul>

<b>Title</b>		<b>Finance Director</b>
		<ul style="list-style-type: none"> <li>• Produce and implement an expenses strategy for the event.</li> </ul> <p>Any other duties as and when required commensurate with this post</p>
	<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of managing the finances of major events</li> <li>• Experience of working with a number of contractors</li> <li>• Experience of volunteers within sports event</li> <li>• Experience of working and managing relationships with a range of public and private stakeholders</li> </ul>