



## Job Description

---

**Job Title:** Independent Non-Executive Board Director (INED) and Chair Audit Committee

**Location:** London

**Reporting To:** Chairman

**Position Type:** Voluntary

**Duration:** 4 Year term starting September 2021

---

### Background:

Team GB is one of the nation's most successful teams and one of its favourite brands.

The British Olympic Association's (BOA) vision is to '**unite and inspire the nation through the power of Olympic sport**', and its mission is to ensure Team GB is '**the best supported team in Olympic competition**'.

The BOA's primary purpose is to:

- Select, lead and manage Team GB at Olympic and Olympic Winter Games and all International Olympic Committee (IOC) and European Olympic Committee (EOC) accredited events such as Youth Olympic Games, European Youth Olympic Festivals and the European Games, and;
- Develop the Olympic Movement and promote the principles and values of Olympism in our territory of responsibility.

The BOA is independent and privately funded. The success of our mission is entirely dependent upon the income we receive from our commercial programmes, including but not limited to sponsorship, fundraising, licensing and events. The BOA is the United Kingdom's National Olympic Committee and the strong, independent voice for British Olympic sport responsible for promoting the Olympic Movement throughout the UK.

### Scope:

Provide comprehensive support and add value in the areas of Finance, Risk Mitigation and Governance and Chair the BOA's Audit Committee.

To represent the BOA as an active INED and an ambassador at external events, actively promoting the BOA's Vision and Mission.

Play an active role at BOA Board meetings across all subject areas.

**Key Responsibilities:**

<p><b>Individual Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To chair and lead the BOA Audit Committee, working in collaboration with the CFO and in accordance with the Audit Committee Terms of Reference.</li> <li>• To be the liaison for financial statutory accounts and external audit and make resulting recommendations to the Board.</li> <li>• Provide scrutiny into financial statements, budgets and forecasts, as required by the Board.</li> <li>• To review key sponsorship agreements as part of commercial sub-group</li> </ul> <p><b>General Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To support the Chairman and CEO.</li> <li>• To strengthen connections with the BOA’s key stakeholders, maintaining its external reputation.</li> <li>• Ensuring that financial controls/management and systems of risk management are robust and that the Board is kept fully informed in a timely, relevant manner.</li> <li>• Participating in any Board induction, training and evaluation identified as an individual and as part of any Board committees which you attend/chair.</li> <li>• To fulfill a time commitment of 1.5 days per month, including the Board meeting and other BOA events.</li> </ul>
---

**Key Challenges in Delivering the Role:**

<ul style="list-style-type: none"> <li>• This is a part-time, voluntary role that will require flexibility around working hours on occasions.</li> <li>• To show leadership in stimulating discussion and ideas within Board Meetings.</li> <li>• Work across National Governing Bodies members and other stakeholders.</li> <li>• Managing conflicts between duties to the BOA and any personal interests or duties to others.</li> </ul>
--

**Relationships and Interfaces:**

<ul style="list-style-type: none"> <li>• Report to the Chairman.</li> <li>• Liaison with all Board members, the CEO and external BOA stakeholders.</li> <li>• Close working relationship with the relevant members of the Senior Leadership Team.</li> <li>• Develop strong relationship with BOA auditors.</li> </ul>
--

**Person Specification:**

Essential	Desirable
<p>Skills:</p> <p>Strong financial acumen</p> <p>All round business experience</p> <p>Qualifications:</p> <p>Degree level, CIMA, ACCA or ACA qualified</p>	<p>Knowledge:</p> <p>Knowledge and experience of the sporting and media industry/landscape would help you to understand the challenges that the BOA faces.</p> <p>Experience:</p> <p>Digital and marketing experience to support with the BOA’s digital and data strategies. Previous NED experience.</p>

<p>Experience: Strong financial background with reputable organisations including Audit Committee experience</p> <p>Personal Qualities: Credibility; professionalism; confidence to challenge; strategic outlook</p>	<p>Personal Qualities: Demonstrable enthusiasm for sport and the Olympic Movement</p>
--	---

**Application Process:**

- Please submit a CV and cover letter outlining your relevant skills and experience to [inedapplication@teamgb.com](mailto:inedapplication@teamgb.com)
  - Closing date for applications is 12 March 2021
  - All applications will be shared with the executive search firm SRi who will support with the recruitment process for this role
-