

# Finance Lead Responsibilities

- Oversee the budgeting and financial reporting processes in liaison with the CMI Finance team;
- Check financial records as provided by the CMI's Finance team, and take appropriate action;
- Scrutinise and process requests for payments/expenses made by Regional/Devolved Nation Boards/Hubs against agreed budgets, and liaise with CMI's Finance team as appropriate;
- Monitor financial activity of the Board and the Hubs against agreed spend;
- Confirm financial returns as determined by CMI's Finance team;
- Present financial information to meetings of the Regional/Devolved Nation Board, as appropriate;
- Work with the Chair in the preparation of the annual Regional/Devolved Nation Board operating plan, providing cash flow and forecast information for the annual budget.

# Finance Lead Person Specification

## Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board, and be an integral member of the Board team.

### Specific

- Have a good understanding of budgeting setting and budgetary control, and an ability to conduct simple financial analysis;
- As a minimum, have a basic working knowledge of Google Sheets or Excel;
- Be a good communicator and be able to present financial information in a digestible format;
- An ability to influence and negotiate with both local (Board/Hub) and CMI HQ stakeholders;
- Have a good knowledge and experience of Board governance and finance procedures.

### General

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.