|  |
| --- |
| TITLE OF POSITION Finance Manager  DIVISION: General Administration DEPARTMENT: LOC |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO LOC Chief Executive Officer |
| DATE CREATED |

|  |
| --- |
| PURPOSE |
| To keep up to date LOC budget in line with FIFA regulations, with regular reports submitted with any budgeting changes highlighted.  Obtain necessary insurance (at LOC expense) to provide for appropriate cover against the risks associated with the organisation and staging of the event. |
| KEY RESPONSIBILITIES |
| Finance   1. Updated LOC budget (clearly defined) to be submitted every three months until six months from event. 2. Updated LOC budget (actual v’s budgeted) to be provided to the LOC CEO on a monthly basis. 3. From six months prior to event an updated LOC budget to be submitted monthly– with a detailed explanation to variations from previous budget. 4. All transactions for revenue from ticket sales, value-in-kind, subsidy fee to be accounted for. 5. Establish event dedicated bank account to be monitored by independent auditor, no payment made without written approval from auditor. 6. Audited set of final accounts submitted to within sixty days of the end of the event. 7. To manage and meet all financial requirements and specifications as outlined in Schedule 1. 8. Oversee and manage the LOC financial system and protocols regarding the event.   **Insurance**   1. To ensure that event is named as a jointly insured party in all policies. Each of which to contain a provision obligating the insurer to notify in writing at least thirty (30) days prior to any termination of such policy, and to remain in force until 60 days after the conclusion of the event. 2. Copies of the LOC insurance policies must be submitted six months prior to the opening event for analysis by appointed insurance broker. 3. Stadium and Training Site owners, operators and Organising Association shall submit a written undertaking to indemnify and hold harmless against any and all claims arising from the use of the stadiums, or the hosting of the event. 4. Ensure there are clear areas of demarcation between the insured risks of the Stadium and Training Site owners/operators and the insured risks of the LOC. 5. Confirm insurance covering key items such as:   Spectator, Stadium, employee, public and private liability insurance, event cancellation and/or postponement insurance, legal protection insurance.   1. Secure and maintain (at LOC expense) comprehensive general liability insurance with an insurer of recognized international standing with minimum insuring limits of for each occurrence for bodily injury, property damage and financial losses arising out of any operations associated with the staging and hosting of the event. 2. The value in kind which may be provided by the Partners or National Supporters to the Organising Association, in particular with respect to all office/computer/video equipment and motor vehicle. All costs associated therewith shall be the sole responsibility of the LOC. 3. To manage and meet all of insurance requirements and specification as outlined in Schedule 2. |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities :-  Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

|  |  |
| --- | --- |
| Delegations of Authority |  |
| Capital Expenditure | $ |
| Operational Expenditure | $ |
| Authorisation to Hire |  |
| Authorised to sign Contracts | $ |

|  |  |
| --- | --- |
| Contract Details |  |
| Contract Term |  |
| Contract Payment |  |

|  |  |
| --- | --- |
| **Hours of Work** |  |
|  | |

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Finance Manager’s Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  LOC CEO’s Signature |