



## Brussels Sports Association

### Finance Director

#### Position Description:

The BSA Finance Director supports the Brussels Sports Association in the creation, implementation, and monitoring of the annual budget. The Finance Director serves as the BSA Board treasurer. This role also creates the annual reports that are required by the accountant/bookkeeper. The Finance Director is a volunteer board role that requires approximately 5 hours per month of account reconciliation and report generation. This role is vital to the health of the BSA as the Finance Director is responsible for giving clarity to the Board of Directors and the Managing Director about the current financial status of the BSA.

#### Values:

The BSA Finance Director brings a commitment of integrity and diligence to the role so that the BSA can remain financially strong. He/She has experience with general accounting principles, bank account reconciliation, and the ability to create legible, yet informative, financial reports. He/She is comfortable working with an international community and a diverse Board of Directors to help with the creation and implementation of the annual budget. He/She believes that volunteerism is an integral part of creating a vibrant, supportive and positive world and is committed to generously sharing his/her time in that effort.

#### Key Skills:

- Knowledge of general accounting principles, reconciliations, and reporting.
- Organized and able to strategically manage his/her time to ensure that communications with the Managing Director and Board of Directors are made in a timely manner.
- Able to communicate across cultures with patience, clarity and understanding. All BSA communication is done in English, but for this position French language skills are a much appreciated asset.
- Able to think outside the box and be creative when managing challenges.
- Have solid written and verbal communication skills.
- Comfortable representing themselves as a member of the BSA Board.

#### Key Responsibilities:

- Support the Board of Directors in the creation, implementation, and monitoring of the annual budget.
- Communicate with the Managing Director to ensure program implementation and practices are inline with the Board approved budget.
- Work with the Managing Director to sufficiently satisfy accountant/bookkeeper requests.
- Create and present financial reports for the Board of Directors during quarterly meetings.
- Securely access BSA bank account information through KBC and PayPal.
- Manage the BSA Treasurer email account and communicate regularly throughout the year by responding to emails in a timely manner.
- If determined by the Board of Directors, serve as a signatory on BSA bank accounts and PayPal.
- Attend regular board meetings throughout the year and serve as an active member of the BSA Board.

## About BSA

The **Brussels Sports Association (BSA)** was established in 1958 to provide competitive team sports opportunities for children of the international community. BSA partners with international schools and other community organizations to provide youth sports programs.

As a volunteer organization, **BSA promotes fair play, skills development and fun for children and their families.**

The BSA does not merely operate a sports program for children. It seeks to teach, through the direct interaction of BSA leadership, volunteer coaches and team parents, certain values associated with team sports, particularly values of fair play, team spirit and mutual respect. In BSA's philosophy, each child's efforts are to be maximized and praised, regardless of innate athletic ability. Team coaches seek, through basic skills evaluations, to balance competing teams, so that to the extent possible, a rough parity may be achieved.

- To provide an opportunity for children of the international and local communities in Belgium to participate in team sports.
- To instill basic athletic skills, a sense of fair play and team spirit via sports competition.
- To ensure that BSA sports programs are structured via established international guidelines to allow participating children to advance to other sports opportunities through high school and beyond.

The critical component of the BSA philosophy is that winning is NOT everything. Participating and effort are the keys and children are taught by the example of the BSA volunteers that losing a game or a season is far less important than the enjoyment one has in playing as well as one can. The joy of winning is the easy part; learning to lose gracefully is an equally valuable lesson for the children to learn. The BSA Board is careful to ensure that those who administer the sports programs practice the precepts of this philosophy.