



North Queensland Branch Position Description

Position	Branch Director of Finance
Term of office	Two years elected on even years
Position Review	Yearly

Purpose of the Position

The Director of Finance provides strategic guidance and leadership in support of all financial functions of the Branch including direction and assistance to the Club Directors of Finance (Treasurers) and other Directors of the Board in relation to their roles.

The primary responsibility is to ensure the Branch functions in a professional, corporate and financially secure manner and its corporate governance and Constitutional functions are operating efficiently and effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

Time Commitment:

The position of Director of Finance is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of a minimum 12 hours per week across both days and evenings.

Responsible to:

- Branch President
- Branch Board of Directors
- Branch Council
- SLSQ

Functional Relationships:

- Branch President
- Board of Directors
- Director of Administration &IT
- Regional Staff
- Sponsorship Sub-committee
- Club Directors of Finance (Treasurers)

Governance responsibilities:

- Attend meetings of Branch and functions
- Attend and complete Branch induction and governance training
- Attend all meetings of Branch and functions
- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Branch, SLSQ and SLSA, and to ensure that all Branch, Board and office bearers in carrying out their duties, act in accordance with the same
- Ensure that the Branch meets its endorsed charitable purpose
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Club and member records and correspondence
- Ensure the Branch at all time is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations
- Ensure all Branch activities are carried out within the laws of Queensland
- Assist in the Branch Management and Strategic Plans and ongoing review and management of this plan
- Ensure planning and budgeting is completed in accordance with the needs of the Branch and members wishes
- Ensure financial, social, and structural viability of the Branch is established and maintained
- Ensure all rules and regulations of the Branch are upheld
- To not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
- To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986.
- Not have been a bankrupt; or entered a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory.
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Have a working knowledge of the Youth Protection Policies
- Fulfil the role of Director of Finance (Treasurer) as defined in the Associations Incorporations Act 1988
- Bank account signatory and approver
- Ensure the recording of the financial dealings of the Branch meet Australian Accounting Standards Board requirements relevant to the size and status of the Branch
- Ensure the Branch's financial statements are promptly and properly prepared and audited by a suitable auditor

- Lodge the Annual Information Statement (AIS) with the Australian Charities & Not-for-profit Commission (ACNC) by its due date and maintain the Club's details on the ACNC Charity Portal
- Chair sub-committees (where applicable)
- Ensure that the Branch meets its endorsed charitable purpose
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Branch and member records and correspondence
- Ensure the Branch at all time is governed in accordance with the Associations Incorporations Act 1988 and the SLSQ Governance Standards in order to meet the ACNC Regulations 2013

General responsibilities and duties:

- Is the Chief Financial Officer for the Branch
- Must be able to work closely in partnership with the Regional Administration Officer for the processing of Branch Finance Related Matters.
- Drive the Board to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/department budgets into an overall Branch budget
- Ensure that all money due to the Branch is collected and received and that all payments authorised by Board are made; and correct books and accounts are kept showing the financial affairs of the Branch including full details of all receipts and expenditure connected with the activities of Branch.
- Cause all money to be lodged to the credit of Branch at the approved financial institution
- Ensure adequate internal controls are in place to protect the assets of the Branch
- Ensure an inventory of all assets of the Branch is maintained
- Ensure insurance coverage is arranged on assets and for all risks that the Branch may require.
- Produce or cause to be produced, relevant and timely financial reports and submit these to each Board meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual versus budget results monthly seeking explanation for material variation >10% so the Board can be advised
- Maintain the Branch accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Once in every year oversee the preparation of a statement of income and expenditure together with balance sheet showing the position of the Branch as at the date of the close of the financial year and arrange for presentation to the auditors for audit
- Liaise with the Branch auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO
- Ensure all taxes are reported and paid promptly
- Interact with regional staff on regular basis

Prerequisites:

- Be a current member of the association
- Have a strong commitment to the ideals of surf lifesaving
- To be a holder of a current “Blue Card” or “Exemption Notice” issued by Blue Card Services
- Have a complete understanding of the Codes of Conduct
- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation.
- To not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
- To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a ‘responsible person’ of a registered charity
- Fulfil the role of Director of Finance (Treasurer) as defined in the Associations Incorporations Act 1988
- Bank account signatory and approver
- Ensure the recording of the financial dealings of the Branch meet Australian Accounting Standards Board requirements relevant to the size and status of the Branch
- Ensure the Branch’s financial statements are promptly and properly prepared and audited by a suitable auditor
- Lodge the Annual Information Statement (AIS) with the Australian Charities & Not-for-profit Commission (ACNC) by its due date and maintain the Club’s details on the ACNC Charity Portal
- Chair sub-committees (where applicable)
- Prior bookkeeping experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self-motivated
- Awareness of information and processes involved in the audit of financial statements for corporate bodies

Knowledge and skills required:

- Understanding of the need for proper controls and governance over Branch finances i.e.
- Strong communication and interpersonal skills
- Well informed of the organisation’s activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Branch to members, other organisations and the general public
- Maintain a level of privacy (certain details) to the Branch and its activities whilst maintaining confidentiality and respect towards members

- Maintain effective and efficient administration
- Have a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge
- Have a good knowledge of the Branch constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge
- Must be a supportive leader for all Club's members
- Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills - Microsoft Office and Outlook.
- Sound oral and written communication skills

Desirable Attributes:

- Demonstrated rapport with Club, Board and regional staff personnel
- Ability to work with others.
- Ability to lead others to achieve goals and outcomes
- Public speaking ability