

Fremantle Surf Life Saving Club

Position Description - Director of Finance



Purpose:

- To provide leadership and contribute to the strategic direction for the Club
- To oversee and monitor the Club's financial activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at Board level for Finance and Marketing

Reports to:

- President

Qualifications:

- Financial member of the Club
- Proficient holder of current SLSA award – Bronze Medallion preferred
- Current National Police Clearance or Working With Children Clearance

Key Competences:

- Good understanding of financial practices as well as operations
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to maintain confidentiality
- Ability to deal with others honestly, ethically and with integrity
- Understanding of legal, regulatory and financial compliance requirements within the framework of the Associations Incorporation Act 2015
- Knowledge of the rights, requirements and obligations of a Director of a not-for-profit organisation
- Understanding of the key risks that the Club is exposed to and recognition of the mitigation strategies required

Prepared by:	Jack Dowie	Date:	21/02/2018	Revision:
Approved by:	Cath Morgan	Date:	12/03/2018	1

Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Development of the Club's strategic directions for financial elements of the Club's Strategic Plan
- Review and endorsement of the Club's annual Budget
- Attend the Club's Board meetings and act as first point of contact on the Board for the Marketing Manager
- Oversee and monitor the Club's Marketing activities to ensure that they are conducted with integrity and responsibility
- Ensure that the Club's financial obligations to SLSWA and other stakeholders are met
- Develop succession plans for key reporting positions, identify potential candidates and produce personal development plans
- Attend Marketing Committee and Administration meetings on an 'as-needs' basis in order to promote effective vertical communication between the Board, Committees and Administration
- Monthly reporting to the Board
- Annual reporting to the Club

Key Performance Indicators:

- Meeting the Club's annual budget with +/- 10% (on a bottom-line basis)
- Attending at least 75% of the scheduled Board meetings
- Sign-off of the financial elements of the Club's Compliance Audit Report