

Scarboro Surf Lifesaving Club

Job Description – Director of Finance



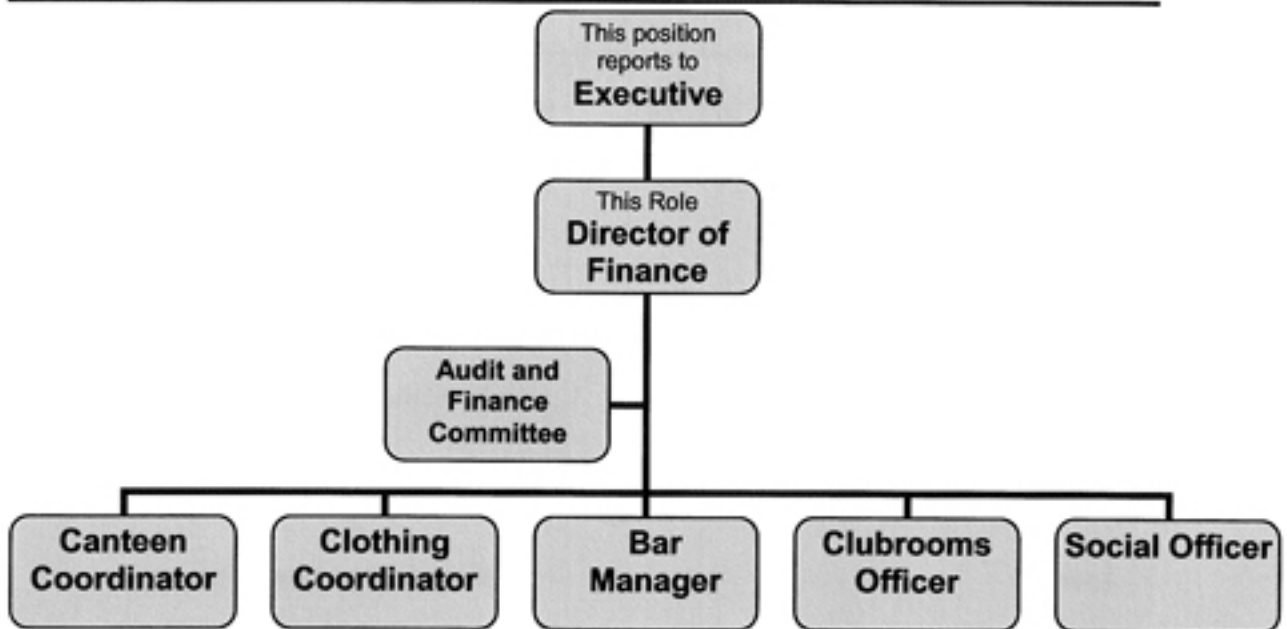
1. Position

Director of Finance

2. Position Purpose

Executive Officer responsible for the financial operations of the club

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

Scarboro Surf Lifesaving Club

Job Description – Director of Finance



5. Major Responsibilities

Maintain the Surf Club's accounting records including detailed records of all payments and monies received

Prepare annual accounts and ensure they are audited and are included within the Annual Report

Ensure completion of statutory returns and reports as required

Ensure the Club is compliant with relevant Legislation and Regulations

Chairperson of the Audit and Finance Committee

Completion of business activity statements, PAYG reporting requirements and superannuation guarantee obligations

6. Primary Accountability

Performance Measures

Reporting	Submit a financial report at each Executive Committee meeting Prepare annual financial report
Budgets	Review and approve submitted budgets
Payment of creditors	Ensure payment according to invoice terms
Auditing	Facilitate the annual audit process
Compliance requirements	Ensure ATO lodgment and payment obligations are up to date

7. Required Competencies

- Well organised and able to work unsupervised and be self motivated
 - Ability to allocate regular time periods to maintain the books
 - Ability to keep correct up-to-date records
 - Able to work in a logical orderly manner
 - Maintain confidentiality on relevant matters
-