



## DIRECTOR OF FINANCE

**Reports to:** President and Club Executive

**Functional Relationships:** All Committee Members

**External Relationships:** SLS SNB  
SLS NSW  
ATO  
ACNC  
Department of Fair Trading  
Service Providers  
Accountant and Audit Firms

**Key Responsibilities:** The Director of Finance shall receive and be responsible for all monies, MYOB software, or cash book or any other books that may be required to show the financial position of the Club.  
Shall submit a financial statement of income and expenditure at each Committee meeting. The Finance Director shall submit an audited financial report compliant with SLS NSW guidelines, which presents a true and fair view of the financial position of Club and its performance for the year ended 30<sup>th</sup> April to the Committee before publication of the Annual Report.  
Will liaise with the President on all matters of inventory of the Club's property.  
Shall complete and return to the Australian Taxation Office a Business Activity Statement, quarterly and assist the secretary in matters concerning finance, lease agreements, tenders and insurance.  
Shall update the Australian Charities Not for profits Commission (ACNC) website yearly in regards to the Club's financial position and fundraising activities.  
Shall act as Public Officer and notify the Department of Fair Trading of any changes to the Rules of Incorporation, the Club's financial affairs, Constitution changes, change in the Club's name and any other matter required by law. He/she will submit a financial report (A12) to the department of Fair Trading one month after the Club's AGM.

### **Desirable Attributes:**

- Well informed of the organisations activities
- Internet capable
- Maintain effective and efficient records
- Strong accounting skills and practices
- Maintain confidentiality
- Sound communication skills
- Able to organise and delegate tasks
- Has a good working knowledge of the club constitution.



**Meetings:** Committee Meetings – Second Tuesday of each month

**Budget Support:** Phone costs reimbursed for all club related calls

The Director of Finance is elected at the AGM for a two (2) year term each year of an odd number

---