



Position Name: Finance Director

Reports to: President

Job Summary

The role of the Finance Director is to be responsible for the financial supervision of the Organisation to allow the Board to provide good governance. The Treasurer is responsible to regularly report on the Organisation's financial status to both the Board and the Organisation members.

Desirable Attributes

The Finance Director should have the following traits:

- Good Organisational Skills
- Has financial expertise including qualifications in accounting or finance
- Ability to maintain accurate records using Xero
- Honest/Trustworthy
- Computer savvy
- Good communication skills

Primary Duties & Responsibilities

Specific duties include but are not limited to:

- Administer all financial affairs of the Organisation
- Maintain and oversee systems to ensure:
 - Accounts Payable and Receivable are appropriately managed within the office, including annual membership renewals
 - that all receipts and payments concur with bank deposits and withdrawals
 - accurate records of all income and expenditure are kept at all times
 - financial controls are in place and regularly reviewed for efficacy
- Provide advice to the Board in their management of the Organisation finances
- Preparation and presentation of financial reports for monthly Board meetings
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval
- Ensure development and Board review of financial policies and procedures
- Support any required auditing processes
- Be a signatory on Organisation's bank account
- Lead the preparation of external reports, as required (e.g. annual acquittal of council funding, Fair Trading)
- Preparation and lodgement of quarterly Business Activity Statements

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- Processing and payment of payroll (fortnightly) including lodgement of Single Touch Payroll data and quarterly superannuation payments