



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Finance Director – Job Description

Position Title	Finance Director
Location	Albany
Date Edited	March 2023

Position Summary

Description	Manage all financial aspects of Association business, particularly budgeting, accounting for expenditure and preparing financial reports.
Responsible to	President and Vice President
Role Duration	12 months; planned that incumbents sit for period of three terms
Time Commitment	~ 2-4 hours/week over year, significant effort around year-end and AGM. Additional amounts may be required for monthly reporting.
Employment Status	Volunteer
Constitutional functions	<ol style="list-style-type: none"> 1. Ensure that any amounts payable to the Association are collected and issue receipts for those amounts in the Association's name; 2. Pay all monies into such account or accounts of the Association as the Committee from time to time direct; 3. Ensure that any payments to be made by the Association that have been authorised by the Committee or at a general meeting are made on time; 4. Ensure that the Association complies with the relevant requirements of Part 5 of the Act; 5. Ensure the safe custody of the Association's financial records, financial statements and financial reports; 6. Coordinate the preparation of the Financial Statements of the Association prior to their submission to the AGM in accordance to the Association's tier level; 7. Prepare financial accounts suitable for auditing (if required) and provide the auditor with all necessary information; and 8. Carry out any other duty given to the Treasurer under these rules or by the Committee.

Key Responsibilities

Budget	<ul style="list-style-type: none"> • Coordinate the preparation of a budget and monitor it carefully. • Set team fees and notify club treasurers.
Account	<ul style="list-style-type: none"> • Track all cash flow.



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	<ul style="list-style-type: none"> • Maintain a secure computer-based accounts and banking system. Record receipts and payments clearly and accurately. • Issue receipts for all monies received. • Prepare/distribute invoices for services rendered/received • Pay bills on time. • Manage payroll obligations including payments and reporting of superannuation and PAYG withholding tax. • Honorarium payments to volunteers • File regular business activity statements (including GST) with the relevant authorities, where applicable • Make sure the balance shown on the bank statements can be reconciled to the balance in the cashbook. • Ratify payments with Executive Committee.
Report	<ul style="list-style-type: none"> • Variance reports as required. • Ratification of financial performance and financial position by Executive Committee at monthly meetings. • Financial statements for annual report. • Financial accounts suitable for auditing by an external auditor. • Liaise with auditors and provide all information as required. • Prepare and submit PAYG Payment Summaries by the due date. • Report the past, present and future financial progress and position of the club to all committee meetings and the AGM.
Banking	<ul style="list-style-type: none"> • Seek out the safest and most productive place to bank the organisation's cash. • Promptly bank all monies received. • Ensure bank authorisation are current.

Key Deliverables

Ex-Strategic Plan	<u>Priority 1: Leadership and Governance</u> <ol style="list-style-type: none"> 1. Establish and review budget to ensure spending in line with strategic directions 2. Income streams reviewed and confirmed 3. Financial streams continually reviewed and discussed 4. Establish and maintain sound financial practices in line with constitution and best practice guidelines.
	<u>Priority 6: Facilities</u> <ol style="list-style-type: none"> 1. Continue to support COA with future hockey/tennis joint-share and/or co-location facility planning for 10 years+.



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	<ol style="list-style-type: none"> 2. Discuss and engage with Hockey WA on regional facility needs 3. Identify and explore potential funding and grant pools 4. Include current and future turf costs into the annual budgets 5. Contribute towards Sinking fund (with COA) for turf maintenance/replacement on current asset . 6. Continue to monitor current operating costs and overheads for the Clubhouse
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Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none"> • Financial background and awareness of accounting procedures • Honesty • Well organised Able to allocate regular time periods to maintain the books • Able to keep good records • Able to work in a logical orderly manner • Aware of information, which is needed to be kept for the annual audit
Desirable Criteria	<ul style="list-style-type: none"> • Accounting/bookkeeping back ground