

Scarboro Surf Life Saving Club

Job Description – Director, Finance

1. Position Purpose

- Ensures the Club meets the strict financial records, reporting and accountability requirements set out in Part 5 of the Associations Incorporation Act 2015.
- Manages the Club's finances in accordance with accepted accounting principles and practices, ensuring a healthy surplus at the end of the financial year and an unqualified audit.
- Actively adheres to the Board Governance Policy, including the Club's code of conduct and conflict of interest requirements.
- Maintains a primary focus on member protection, harmony and respect among the membership, promoting the Club's vision and values and providing excellent surf life saving services for the protection of the public at Scarborough Beach.

2. Key Relationships

- This position reports to the Board of Directors.
- This position maintains active oversight of the Club's Bar Manager, Merchandise Manager and Canteen Manager.

3. Approved by

- Board of Directors – meeting date 9/6/2020

4. Major Responsibilities Position Specific

- Ensures the Club meets the strict financial records, reporting and accountability requirements set out in Part 5 of the Associations Incorporation Act 2015.
- Ensures the club abides by the requirements of the Australian Charities and Not-For-Profits Commission (ACNC), which regulate Australian Charities.
- Active oversight of the Club's income earning activities.

5. Major Responsibilities Board Collective

- Active oversight of the Club's Member Protection Policy.
- Developing, promoting and improving the Club's vision, values and strategic plan, consistent with the Objects in the Club's constitution.

- Ensuring the Club's constitution and policies are followed and applied to the fullest extent possible and reviewed annually.
- Participates in the development and maintenance of the Club's risk management plan.
- Ensures planning and financial management is implemented in the interests of the membership.
- Promotes positive social interaction between members, sponsors and key stakeholders.
- Ensures resources are available for the safety of the bathing public at Scarborough Beach.

6. Performance Goals

- Financial recording, reporting and accountability achieved and published in the Annual Report.
- Merchandise, Canteen and Bar activities are profitable and delivered in affordable terms to members.
- Positive financial position at end of financial year, including an unqualified audit.
- Member protection achieved.
- Strategies and targets in the Club's strategic plan met with outcomes published in the Annual Report.
- Risk management plan developed and implemented with outcomes published in the Annual Report.
- No lives lost at Scarborough Beach during patrol hours.

7. Mandatory Requirement

- Working knowledge and understanding of the (State) ***Associations Incorporation Act 2015*** (particularly Part 5) and the ***Associations Incorporation Regulations 2016*** – and comply to the fullest extent possible.
- Be in possession of (or applying for) a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.
- Be in possession of (or applying for) a National Police Volunteer Certificate.

8. Competencies

- Qualifications in accounting and auditing highly preferable, but not essential.
- Working knowledge and detailed understanding of accounting principles and practices.
- Ability to understand and interpret legislation governing the financial operation of incorporated associations.
- Excellent inter-personal skills.
- Ability to report to members on the financial health of the Club in a manner that is easily understandable to all present.

- Good working knowledge of Scarborough's policies and procedures, including understanding and awareness of member protection requirements.
- Strong understanding of the Club's constitution.