

## Position Description – DIRECTOR OF FINANCE

<b>Position Objective:</b>	Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Anglesea Surf Life Saving Club, the role of the Director of Finance is to coordinate all functions associated with the Club's finances and to assist in the development and monitoring of budgets. Provide timely and accurate reports to the executive on Club expenditure against budgets. Monitor and review where necessary the controls of all financial transactions.
<b>Responsible To:</b>	President Vice President - Operations Club Members
<b>Reporting Positions:</b>	As appointed
<b>Financial Authority:</b>	Purchase of budgeted items jointly with the President and individual items (not budgeted) in consultation with the Section Head and the President in accord with the Club Expenditure Policy and Club Procurement Policy.
<b>Functions:</b>	<ol style="list-style-type: none"> <li>1. Fulfil the obligations of a Director of Anglesea Surf Live Saving Club.</li> <li>2. Chair the ASLSC Foundation meetings.</li> <li>3. Attend meetings of the ASLSC Finance &amp; Risk Advisory Committee.</li> <li>4. Deliver an annual Budget &amp; Finance Workshop for office bearers.</li> <li>5. Management of the Club's expenditure in consultation with the Club Executive.</li> <li>6. Develop the annual budget and monitor against expenditure.</li> <li>7. Co-ordinate the production of the budgets for each section and assist the relevant executive in charge in preparation of the individual budget.</li> <li>8. Develop, implement and monitor financial controls for the Club.</li> <li>9. Prepare the annual financial statements and coordinate the audit of the Club's accounts.</li> <li>10. Fulfil responsibilities as contained within the ASLSC Risk Management Policy &amp; Procedure.</li> <li>11. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.</li> <li>12. Act generally in the best interests of the Club.</li> </ol>