

Finance Officer



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

OBJECTIVE

The Finance Officer is responsible for all financial matters of the Club. In general this will require authorisation and issue of payments, collection of debts, reconciliation and monitoring accounts and reporting and managing the overall financial position of the Club, SUFC. The Finance Officer is elected by SUFC members at an AGM and is responsible for representing the views of all members.

RESPONSIBILITIES

- Ensure the planning and budgeting for the future is carried out in accordance with accepted accounting and business management practices.
- To assist in preparation of annual budgets and present them to the Management Committee for approval together with any recommendation as to the level of membership and other fees required to meet that budget, for the forthcoming year.
- Maintain a permanent record of financial affairs of the Club including entry of all transactions in the internal accounting system
- To arrange for any changes in bank account signatories, etc. to be effected following any change in office bearers (eg after AGM).
- To prepare a reconciliation between the Association's cashbooks and the bank's records on a monthly basis.
- To maintain a petty cash float for reimbursement of minor out-of-pocket expenses incurred on behalf of SUFC by Committee members or others authorised to do so.
- To maintain an accurate register of assets (equipment) and other stock (eg merchandise) held by SUFC, and to conduct or arrange, at least annually, a physical audit/stock-take of those assets to confirm their existence and continued usefulness.
- To act as the public officer of SUFC by liaising with members of the public, affiliated bodies and government agencies.
- To be responsible for the receipt of all moneys paid to or received by, or on behalf of SUFC and issue receipts for each of those moneys in the name of SUFC.
- Reconcile monies received to cash register and canteen on a regular basis not less than weekly.
- To pay all moneys into an account or accounts of SUFC as the Management Committee may from time to time direct.
- To make payments from the account or accounts of SUFC with the authority of a General Meeting or of the Management Committee, and in so doing ensure that:
 - a. all payment instruments, including cheques, are made in compliance with the Constitution with respect to all expenditure, and
 - b. all payments are supported by adequate documentation;
 - c. payments are made within 7 days of the meeting
- To comply on behalf of SUFC with the *Associations Incorporation Act 2009* in respect of the accounting records of the Association (i.e.; to ensure that up-to-date accounting records are kept that correctly show the financial transactions, performance and position of the Club);
- To prepare and present to the monthly Management Committee meetings, or whenever directed to do so by the Chairperson, financial reports (including financial statements of performance and position) as required, and to ensure that those reports are understood.
- To maintain safe custody of all user names, PINs for phone and internet banking, securities, books and documents of a financial nature and accounting records of SUFC.
- To develop an Annual Financial Statement of the activities of the club and, once approved by the Management Committee, presents this to the Annual General Meeting.
- To prepare and submit accounts to external accountants for preparation of annual; accounts and tax returns.
- To ensure the lodgement of annual tax returns and other statutory reporting within required time frames.
- To ensure that the financial requirements of funding bodies, if any, are met.
- To ensure, with the other members of the Management Committee, that the legal responsibilities of the Association, including compliance with the *Associations Incorporation Act 1984*, are met.

- To ensure, with other members of the Management Committee, that the requirements of any funding or other agreement that SUFC has entered into, are met.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.

RELATIONSHIPS

- Management and Football Committees
- Administration Officer
- Banks and other financial institutions
- Nepean Football Association and other relevant Associations
- Accountant – Auditor.
- Suppliers.

ACCOUNTABILITY

- The Finance Officer reports to the Chairman and is accountable to the Management Committee and members.
- The Finance Officer must seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Finance Officer is a member of the Management Committee and as such is an Officer Bearer of SUFC.

The estimated time commitment required as the Finance Officer is 4 - 6 hours per week during the season. This may be increased at the beginning of the season.

REQUIRED SKILLS

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.
- Financial (accounting or bookkeeping) experience
- Computer skills
- Negotiation skills

The Finance Officer is appointed for a term of two (2) years from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting two (2) years.

For further information in regards to this role please do not hesitate to contact the Club Secretary secretary@springwoodunited.com.au