



# HUNTER WESTERN HORNETS TOUCH FOOTBALL

## POSITION DESCRIPTION

### FINANCE DIRECTOR

#### **Preamble**

*The Finance Director has supportive key responsibility for the Hornets finances.*

*At the operational level, the major function of the Finance Director is to facilitate and oversee the effective administration and operations of Hornets finances, banking, budgeting and reporting.*

*The Finance Director is one of four Elected Board Members, as per constitution.*

#### **1. Responsible To**

- 1.1. The Finance Director is elected by the Hornets voting rights members at the Annual General Meeting and responsible to the Regional Director.

#### **2. Direct Reports**

- 2.1. Finance Advisor
- 2.2. Bookkeeper

#### **3. Knowledge and Skills Required**

Ideally the Finance Director is someone who:

- 3.1. Can communicate effectively
- 3.2. Is well informed of all organisation activities
- 3.3. Is aware of the future directions and plans of members
- 3.4. Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- 3.5. Is a supportive leader for all members
- 3.6. Has a background or relevant qualifications and/or experience in finance, accounting and/or banking.
- 3.7. Must hold a valid NSW Working With Children Check (WWCC)

#### **4. General**

- 4.1. Liaise directly with the Board on all business financial items, to ensure the smooth running of the association as per the rules of association and constitution.
- 4.2. On being elected to the Board, undertake induction and training procedures as provided by the Board

#### **5. Governance**

- 5.1. Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
- 5.2. Advise the Board on matters of finance

- 5.3. Advise the Board on fundraising
- 5.4. Oversee the production of appropriate fully documented financial policies and procedures
- 5.5. Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
- 5.6. Comply with the rules, policies, and standing orders of the organisation

## **6. Planning**

- 6.1. With the Board, oversee the production of a Business Plan for the organisation
- 6.2. With the Board, oversee the regular review and development of the Business Plan

## **7. Meetings**

- 7.1. Report to the Board at each meeting on the financial situation of the organisation
- 7.2. Report to the Board at each meeting on variances from the approved budget
- 7.3. With the ASSISTANT REGIONAL DIRECTOR, place any necessary financial items on the Board agenda in advance of the meeting
- 7.4. Report to the Annual General Meeting on the financial situation of the organisation
- 7.5. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 7.6. Entitled to one vote only at a Board Meeting and/or Management Committee Meeting of the Club.
- 7.7. Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
- 7.8. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
- 7.9. Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

## **8. Administrative & Management**

- 8.1. Chair Finance Committee meetings, as required
- 8.2. Serve on Board committees as required
- 8.3. Liaise with Board on financial issues and report to the Board where appropriate
- 8.4. Personally carry out financial duties as assigned
- 8.5. Oversee the organisation's bookkeeping
- 8.6. With the Board, ensure that the organisation's financial records are adequate, protected, backed up, and accessible.
- 8.7. Oversee the organisation's banking
- 8.8. Oversee the maintenance of the organisation's asset register

## **9. Finance**

- 9.1. With the Board, ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- 9.2. With the Board, ensure that risk management strategies (including appropriate insurances) are in place
- 9.3. Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
- 9.4. With the Board, oversee the organisation's investment strategy and report to the Board
- 9.5. Oversee the preparation of the Budget for the coming year
- 9.6. Oversee the review of income and expenditure against the budget on a continuous basis

## **10. Media**

- 10.1. Make comments to the media only as provided in the organisation's Media Policy

### **11.Promotion**

- 11.1. Promote the organisation in the community as opportunities arise

### **12.Fundraising**

- 12.1. Participate enthusiastically in any fundraising approved by the Board

### **13.Legal & Ethical**

- 13.1. With the Board, ensure the organisation's compliance with all applicable tax arrangements
- 13.2. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 13.3. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 13.4. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
- 13.5. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board and/or Management Committee meetings on that issue
- 13.6. If they have any non-material personal conflict of interest in any matter before the Board and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Board and/or Management Committee immediately and follow the Board and/or Management Committee's rulings as to proper procedure
- 13.7. At all times conduct Board and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

### **14.Term of Appointment**

- 14.1. The Finance Director is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

### **15.Time commitment required**

- 15.1. The estimated time commitment required is 3 hours per week.

### **16.Honorarium:**

- 16.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

### **17.Position Review**

- 17.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.