



## Position Description

### **FINANCE DIRECTOR**

#### **Preamble**

The Finance Director has key responsibility for Hunter Western Hornets finances and is responsible for empowering the executive to manage the financial affairs of the Region.

At the operational level, the major function of the Finance Director is to facilitate and oversee the effective administration and operations of Hunter Western Hornets finances, banking, budgeting, NSWTA Development Grant Applications, reporting, ensuring that all financial transactions are recorded and compliant.

The Finance Director is one of four Elected Executive Members, as per the constitution.

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

- 1.1. The Finance Director is elected at the Annual General Meeting, the position will be voted on by the members with voting rights and will be responsible to the Regional Director

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

- 2.1. Nil

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

Criteria for the Finance Director is:

- 3.1. Has relevant qualifications in finance, accounting and/or banking.
- 3.2. Experience in XERO Accounting or similar cloud-based accounting programs

Skills for Finance Director:

- 3.3. Is well informed of all Region activities
- 3.4. Is aware of the future directions and plans of the Region and its members
- 3.5. Has a good working knowledge of the constitution, rules and the duties of all Executive Members and sub-committees
- 3.6. Is a supportive leader for all members
- 3.7. Communicates effectively
- 3.8. Must hold a valid NSW Working with Children Check (WWCC)

#### **4. General**

- 4.1. Liaise directly with the Executive on all business financial items, to ensure the smooth running of the Region as per the rules of Region and constitution
- 4.2. Liaise directly with NSWTA Finance Director and General Manager on matters pertaining to the Regions finances
- 4.3. On being elected to the Executive, undertake induction and training procedures as provided by the Executive where necessary

#### **5. Governance**

- 5.1. Ensure that the Executive maintains the degree of financial literacy necessary to conduct the business of the Region
- 5.2. Advise the Executive on matters of finance
- 5.3. Advise the Executive 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 Executive on the basis of the best interests of the Region only
- 5.6. Comply with the rules, policies and standing orders of the Region
- 5.7. Reference Regional Director

#### **6. Meetings**

- 6.1. Report to the Executive at each meeting on the financial situation of the Region
- 6.2. Report to the Executive at each meeting on variances from the approved budget
- 6.3. Work with the Administrator, place any necessary financial items on the Executive agenda in advance of the meeting
- 6.4. Report to the members at the Annual General Meeting on the financial situation of the Region
- 6.5. Attend all meetings, or, if absolutely unable, apologise in advance for absence and submit report to the Regional Director
- 6.6. Entitled to one vote only at an Executive Meeting and/or Management Committee Meeting of the Region
- 6.7. Where Executive papers are circulated in advance of the Executive meeting, read papers and consider issues before the meeting
- 6.8. Contribute to the discussion and resolution of issues at meetings and otherwise as Appropriate

## **7. Administrative & Management**

- 7.1. Chair Finance Committee meetings, as required
- 7.2. Serve on Executive committees as required
- 7.3. Liaise with Executive on financial issues and report to the Executive where appropriate
- 7.4. Carry out financial duties as assigned
- 7.5. Oversee the Region's bookkeeping
- 7.6. With the Executive, ensure that the Region's financial records are adequate, protected, backed up, and accessible
- 7.7. Oversee the Region's banking

## **8. Finance**

- 8.1. With the Executive, ensure that the Region financial control procedures are adequate and that appropriate safeguards against fraud are in place
- 8.2. With the Executive, ensure that risk management strategies (including appropriate insurances) are in place
- 8.3. Oversee the collection and reception of all money due to the Region and the making of all payments authorised by the Region
- 8.4. With the Executive, oversee the Region's investment strategy and report to the Executive
- 8.5. Oversee the preparation of the budget for the coming year
- 8.6. Oversee the review of income and expenditure against the budget on a continuous basis

## **9. Media**

- 9.1. Make comments to the media only in accordance with the Region's Media Policy

## **10. Promotion**

- 10.1. Promote the Region in the community as opportunities arise

## **11. Fundraising**

- 11.1. Actively seek fundraising opportunities
- 11.2. Participate enthusiastically in any fundraising approved by the Executive

## **12. Legal & Ethical**

- 12.1. With the Executive, ensure the Region's compliance with all applicable tax arrangements

12.2. Avoid making any improper use of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.3. Avoid making any improper use of any information acquired by virtue of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.4. If they have any direct or indirect material personal interest in any contract with the Region, inform the Executive immediately

12.5. If they have any direct or indirect material personal interest in any contract with the Region, not vote in the Executive and/or Management Committee meetings on that issue

12.6. If they have any non-material personal conflict of interest in any matter before the Executive and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Executive and/or Management Committee immediately and follow the Executive and/or Management Committee's rulings as to proper procedure

12.7. At all times conduct Executive and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus.

### **13. Term of Appointment**

13.1. The Finance Director is appointed for a 2 Year term

### **14. Time commitment required**

14.1. The estimated time commitment required is X hours per week

### **15. Honorarium:**

15.1. As per Policy and as agreed to by the Executive

### **16. Position Review**

16.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Hunter Western Hornets operations and reflects both community expectations and legal requirements

**Last Review Date:**