

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

DIRECTOR OF FINANCE

The Director of Finance is the chief financial manager for the Maitland City Softball Club Inc

Responsible to:

The Director of Finance is directly responsible to the President of Maitland City Softball Club Inc and members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Director of Finance should:

- Coordinate the preparation of a budget and monitor it carefully
- Keep the Club's financial records current
- Pay all accounts incurred by the Club promptly
- Ensure all amounts payable to the club are collected and receipts issued for those amounts in the Club's name
- Ensure that the Club complies with the relevant legislative requirements
- Ensure the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club
- Ensure financial reports are prepared and presented at all committee meetings and that such reports reconcile with the balance shown on the bank statement(s) for each account held by the Club
- Bank any funds received on behalf of the Club promptly
- Reimburse committee members promptly for any financial outlay which has been sanctioned by the committee
- Ensure that information required to prepare an audit is available at the end of the financial year
- Arrange the audit (in conjunction with the Secretary)
- Prepare a final Director of Finance Report and a reconciled Financial Statement for presentation at the Annual General Meeting
- Send out accounts for payments by members and follow up outstanding payments from members
- Liaise with team managers and provide a list of all non-financial members
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Director of Finance is someone who:

- Is well organised
- Is able to allocate regular time periods to maintain the books
- Is able to keep good financial records
- Is able to work in a logical and orderly manner
- Aware of information that is needed to be kept for the annual audit
- Has basic financial understanding