



# Director of Finance Position Description

Position	Location	Position Description Completed
Director of Finance	Camden Haven Surf Life Saving Club	10 June 2025
SLS Branch Authority		SLSNSW Authority
Branch Director of Finance		SLSNSW Director of Finance

## PURPOSE STATEMENT

The club treasurer is responsible for ensuring that correct financial management and reporting are adhered to within the surf club accounts.

## ROLE AND RESPONSIBILITIES

### A Club Treasurer will:

- Collate and consolidate the area/divisional budgets into an overall club budget
- Drive the club management team members to prepare annual budgets with assumptions for their respective areas
- Liaise with club administrator to ensure the entity is compliant with relevant legislation and regulations, particularly the various taxation requirements within the Associations Incorporation Act NSW (2009 No 7) and the Charitable Fundraising Act (1991 No 69), and requirements of the Australian Charities and Not-for-profits Commission (ACNC) requirements
- Liaise with the club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Maintain the surf club's accounting records, including detailed records of all payments and monies received, ensuring it is logically filed with authorised supporting documentation
- Monitor the actual v budget results on a monthly basis
- Monthly preparation of bank reconciliation and profit and loss, comparing actual to budget
- Prepare statutory returns and reports as required, specifically Activity Statement for the Australian Tax Office (ATO)
- Produce relevant and timely financial reports and submit these to the club management team members as required, and ensure they are understood
- Seek explanations for material variation >10% so the club management team can be advised

## ROLE ENTRY REQUIREMENTS

- Be a current, financial member of the SLSNSW Club or service
- Completed SLS Safer Surf Clubs and Safeguarding Online awareness training
- Working with Children Check (or willing to obtain)

### KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Managing expectations and resolving conflicts
- Succession planning.
- Volunteering flexibly and travelling to attend sites after hours and on weekends as required.

### SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> <li>• Ability to keep accurate up-to-date records</li> <li>• Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport</li> <li>• Ability to seek assistance and support when required</li> <li>• Ability to work in a high-pressure environment</li> <li>• Ability to work within a team and delegate tasks appropriately to meet timeline</li> <li>• Able to work in a logical, orderly manner</li> <li>• Basic computer skills</li> <li>• Clear communication skills</li> <li>• Excel and MYOB (or like)</li> <li>• High problem-solving ability</li> <li>• Leadership and business management skills</li> <li>• Time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Information needed for the annual club audits</li> <li>• How to have two club management team members authorise Cheques and EFTs</li> <li>• How to authorise payment/cheque requisitions and purchase orders with supporting documentation</li> <li>• Knowledge of local, state and national strategic and business plans available and referring individuals where necessary</li> <li>• Knowledge of NSW legislation</li> <li>• Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures</li> <li>• Self-awareness in relation to their level of competence and any limitations.</li> <li>• Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.</li> <li>• Understanding of the need for proper controls and governance over club finances i.e.</li> </ul>

### PREFERRED QUALIFICATIONS OR EXPERIENCE

<ul style="list-style-type: none"> <li>• Tertiary qualification in accounting, finance, business management or business administration</li> </ul>	<ul style="list-style-type: none"> <li>• Business owner</li> <li>• Management experience</li> <li>• SLS committee chairperson</li> <li>• Prior bookkeeping experience</li> <li>• Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements</li> </ul>
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### PERSONAL CHARACTERISTICS

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| <ul style="list-style-type: none"><li>• Ability to adapt style</li><li>• Community-minded</li><li>• Flexibility</li><li>• Genuine interest in helping others</li><li>• Good moral judgement</li><li>• Good prioritisation skills</li></ul> | <ul style="list-style-type: none"><li>• Integrity</li><li>• Organised</li><li>• Professional yet affable</li><li>• Resilient</li><li>• Self-directed (self-control and management)</li></ul> |
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### KEY STAKEHOLDER RELATIONSHIPS

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| <ul style="list-style-type: none"><li>• Australian Charities and Not-for-profits Commission</li><li>• Branch Administrators</li><li>• Branch Presidents</li><li>• Members of the Club Management Team</li></ul> | <ul style="list-style-type: none"><li>• NSW Dept of Fair Trading</li><li>• SLS Club President</li><li>• SLSNSW Development Team</li><li>• SLSNSW Members</li></ul> |
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