

Roles and Responsibilities

Financial Officer

1. Position Description

- 1.1 The Financial Officer reports to the Treasurer.
- 1.2 The Treasurer is responsible for the overall financial management of the association. However, the day to day activities of recording, managing and reporting on the financial status of the association is conducted by a team. One or more Financial Officers are critical members of this team.

2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Financial Officer requires the person:
 - 2.1.1 To be well informed of all SCRDA activities.
 - 2.1.2 Have a good working knowledge of the Association Rules, Policies & Procedures and duties of Management Committee members.
 - 2.1.3 A strong understanding of the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include:
 - 2.2.1 Always act in the best interest of the Association.
 - 2.2.2 Inform the Treasurer of all relevant matters affecting the finances of the Association.
 - 2.2.3 Undertake the role in good faith and honesty.
 - 2.2.4 Declare any personal conflict of interest, real or perceived, between them and SCRDA.
- 2.3 **Tasks specific to the role.** Conduct the following activities in accordance with the documented policies and procedures:
 - 2.3.1 Prepare expense payments for Committee approval including entering these into the accounting system and raise the payments within the banking system.
 - 2.3.2 Calculate wages for employees including leave accrual, superannuation and tax payments and prepare pay advice.
 - 2.3.3 Receive payments including electronic and cash and record these in the accounting system. Follow up unreferenced payments to identify the source and the purpose of the payment.
 - 2.3.4 Managing floats and petty cash.
 - 2.3.5 Process vouchers (Q-grants).
 - 2.3.6 Maintain payment information on the Rider Roll.
 - 2.3.7 Term invoicing including update of the Rider Roll.
 - 2.3.8 Invoicing holiday camps and other activities.
 - 2.3.9 Follow up of aged debtors.
 - 2.3.10 Processing fundraising income and expenditure acquittal.
 - 2.3.11 Raise and lodge quarterly BAS Statements and superannuation payments.
 - 2.3.12 Prepare monthly reports for the Committee meetings.
 - 2.3.13 Prepare annual reports to be audited for presentation to the Annual General Meeting.

2.3.14 Prepare annual budget for consideration by the Committee.

2.3.15 Enter donations received into the Gift Register.

3. Skills and Qualities Required

- 3.1 Maintain confidentiality on relevant matters.
- 3.2 Good verbal and written communication skills.
- 3.3 Sound knowledge of double entry accounting principles.
- 3.4 Sound knowledge of the MYOB AccountRight accounting system.
- 3.5 Knowledge of the existence of, and how to source detailed information on matters regarding:
 - 3.5.1 The ATO requirements for charities and for employees,
 - 3.5.2 The National Employment Standard,
 - 3.5.3 Fairwork Australia regarding national employment awards relevant to SCRDA employees.

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