# Bayswater Lacrosse club



### Role Description

**Director of Finance**

| **Job Title** | **Director of Finance** |
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| **Accountability** | PresidentExecutive Committee | **Hours 5 week, 10-20 more hours during the season** |
| General Description - Objectives |
| Maintain and be responsible for the financial management of the club. |
| Responsibilities |
| * Maintain the finances in accordance with the BLC Constitution.
* Ensure all monies received are deposited in Bank or Society accounts of the BLC Inc as approved by the Management Committee.
* True accounts to be kept of all sums of money received and expended and reported at Management Committee meetings.
* Ensure payments are made in a timely manner.
* Approve expenditure of over $100 with executive of club committee depending on circumstances. Email executive for approval if not committee meeting due.
* Prepare an annual budget to allow setting of annual fees.
* Assist officers and sub-committees in their duties.
* Prepare monthly reports for presentation at Management Committee meetings.
* Prepare an annual statement of financial performance and statement of financial position for presentation at the AGM to be submitted to Club Manager by the first Friday in November
* Books of accounts to be presented to the auditor appointed at the AGM.
* Assist with other matters that may arise from time to time.
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| Qualifications - Accreditations |
| **Essential** | **Desirable** |
| Relationships |
| * Liaises with the Executive.
* Liaises with sub committees.
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| Reporting |
| * The Director of Finance is accountable to the President and the Executive Committee.
* Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
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