# Bayswater Lacrosse club



### Role Description

**Director of Finance**

| **Job Title** | **Director of Finance** | | |
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| **Accountability** | President  Executive 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. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with the Executive. * Liaises with sub committees. | | | |
| 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. | | | |