



## Volunteer Position Description

Position	Location	Position Description Completed	Revision	Revision date
Director of Finance	Seacliff Surf Life Saving Club	May 2026	Rev.1	25/05/2026

### PURPOSE STATEMENT

The Director of Finance will work with the requirements of the Constitution & is responsible for ensuring the club's finances are managed appropriately, preparing monthly finance reports for the Board and preparation of annual financial statements in preparation of Audit. Will closely support the President to ensure the effective running of the Club, providing leadership oversight, direction and mentorship to the roles and functions aligned within this directorate:

### ROLE & RESPONSIBILITIES

#### The Director of Finance will:

- Drive annually the Board of Director's to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall club budget for Board consideration and approval.
- Produces relevant and timely financial reports and submit these to each Board meeting as required and ensure they are understood
- Liaise with Director of Administration to ensure the entity is compliant with relevant legislation and regulations, particularly the various taxation requirements, the Associations Incorporation Act SA and the Charitable Fundraising Act (1991 No 69)) and requirements of the Australian Charities and Not-for-profits Commission (ACNC) requirements
- Liaise with 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), including BAS statements
- Management of grant income and acquittals
- Liaise with Director of Business to monitor the financial performance of the Clubs business interest
- Oversee the Club insurance cover and managing insurance claims
- Chair the finance & risk sub committee
- Make recommendations to the Board on the setting membership fees annually
- Prepare and forward invoices for amounts owing to club
- Process and pay amounts owing by the club.
- Maintain register of sponsors' and donors' details
- Maintain registration of club's motorised equipment, boats & trailer etc
- Maintain a schedule of financial delegations

- Prepare and maintain with the Director of Operations and respective Directors a forward plan for significant maintenance and replacement of club assets.
- Will promote and represent the Club & members in a positive manner and act as a positive role model

### ROLE ENTRY REQUIREMENTS

- Be a current, financial member of Seacliff SLSC
- Completed or willing to complete SLS Safer Surf Clubs and Safeguarding Online awareness training
- Hold a current WWCC & National Police Clearance (or willing to obtain)
- Will have a good working knowledge of all SLS activities, policies, procedures, guidelines and other relevant documentation
- Possess a good working knowledge of the Club and Association structure
- Have a thorough understanding of current Life Saving structures, Club, State & National
- Good communication skills, people management skills and a willingness to accept responsibility
- Background in Finance and accounting preferred

### KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSSA and SLSA processes
- Ensure compliance with State Government requirements & reporting requirements
- Managing expectations and resolving conflicts
- Succession planning.

### SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> <li>• Ability to keep accurate, up-to-date records</li> <li>• Responds appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport</li> <li>• Seeks assistance and support when required</li> <li>• Ability to work in a high-pressure environment</li> <li>• Works collaboratively within a team and delegates tasks appropriately to meet timeline</li> <li>• Works in a systematic, logical and orderly manner</li> <li>• Good computer skills, including email &amp; other relevant platforms</li> <li>• Clear communication skills</li> <li>• Excel and MYOB experience (or like)</li> <li>• High problem-solving ability</li> <li>• Leadership, finance and business management skills</li> <li>• Time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Information needed for the annual club financial audits</li> <li>• Dual signatories for Chequing and EFT authorisation</li> <li>• Authorisation of payment 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 Goods and Service Tax requirements</li> <li>• Knowledge of relevant SA 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 good governance over club finances</li> </ul>

### PREFERRED QUALIFICATIONS OR EXPERIENCE

<ul style="list-style-type: none"> <li>• Tertiary qualification in accounting or finance</li> <li>• Business experience in finance</li> </ul>	<ul style="list-style-type: none"> <li>• Prior bookkeeping experience</li> <li>• Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements</li> </ul>
<b>PERSONAL CHARACTERISTICS</b>	
<ul style="list-style-type: none"> <li>• Ability to adapt style and be flexible</li> <li>• Community minded</li> <li>• Reliable and accountable</li> <li>• Genuine interest in helping others</li> <li>• Good moral judgement</li> <li>• Good prioritisation skills</li> <li>• Collaborative, willing to engage others to achieve goals</li> <li>• Open to change and continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Highly Organised and meticulous attention to detail</li> <li>• Professional yet affable</li> <li>• Calm and measured</li> <li>• Self-directed (self-control and management)</li> <li>• Strong influencing skills</li> <li>• Discretion</li> </ul>

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