



# Little Athletics Victoria

## Finance Director (Board of Management)

### Job Description

The Finance Director directs and develops monthly management reporting and analyses, communicates financial results to the members of the Association and Board of Management meetings. Directs the monthly, quarterly and annual budgeting and variation reporting to identify areas requiring attention and areas of possible improvement along with development and maintenance of key operating metrics. Is the catalyst in the preparation of the annual budget and forecasting plan.

### Responsibilities

- Managing the administration of LAVic is the first and foremost duty of the President and every Director.
- Ensuring the financial requirements of LAVic are adequately fulfilled within the appropriate timeframes.
- Ensure that the Association remains solvent and can pay their debts when they become due.
- The setting and meeting of different budget items that is highly necessary for the success of LAVic.
- Looking after the health, safety, employment, tax and business related matters within LAVic.
- Working on different financial plans and policies and executing implementation for the benefit of the Association, Regions, Centres and Clubs.
- Assessing, implementing and conducting training where appropriate on the use of online banking facilities and accounting tools throughout all levels of the Association.
- Liaison with Directors and the General Manager in the development and implementation of strategic operational plans and activities both short and long term.
- Evaluating and ensuring accounting and operational procedures within all levels of LAVic are adopted effectively.
- Safeguard the assets and resources of LAVic against misuse or misappropriation.

- Summarising the outcomes of financial performance objectives and communicating and discussing findings and recommendations with Board members, the General Manager and delegates at Regional Advisory Committee meetings and the Annual General Meeting.
- In conjunction with the BOM provides critical analysis of debtors to ensure a safe operating environment within LAVic. Maintains limited liability to write off bad debts.
- Preparation and submission of the annual report for the Department of Justice in conjunction with the President and General Manager.
- Provides a monthly report to the Board of Management and a quarterly report to the Region Advisory Committee on financial transactions versus budget in the current season.
- In conjunction with the General Manager is responsible for assessing current operating budgets. Should reforecast to ensure expenses remain viable.
- In conjunction with the General Manager & Finance Coordinator review banking environments to ensure best possible return of LAVic investments.
- Review sponsorship arrangements with the General Manager and is a catalyst in forecasting revenue budgets for forthcoming events.
- In conjunction with the Finance Coordinator ensures the annual audit of Little Athletics Victoria is conducted professionally and within the accounting standards, prior to delivery to the BOM and members at the AGM.
- In conjunction with the Finance Coordinator ensures fixed assets, stock control and insurance items are reviewed on an annual basis.
- Understands LAVic policies and guidelines to assist in the selection of appropriate staff.
- Planning and implementing strategies in conjunction with the General Manager which assist the employees perception of LAVic's mission and objectives
- Ensuring in conjunction with the General Manager that staff morale and conditions enable quality results and experiences.
- In conjunction with the General Manager review the annual staff appraisals for suggested outcomes prior to approval by the BOM.

**Skills:**

**Key Skills:**

<b>Term</b>	2 years	<b>Election</b>	July 2012 (even years)

