



*TRUST WAIKATO*  
**WHIRITOA LIFEGUARD SERVICE**  
*Kaitiaki o Whiritoa te Moana*

## Position Description: Finance Director

<b>Club Purpose</b>	To prevent drowning and injury at Whiritoa Beach	
<b>Club Values</b>	<ul style="list-style-type: none"> <li>▪ Treat others as you would like to be treated</li> <li>▪ Everyone's contribution and ideas are valuable</li> <li>▪ Communicate openly, honestly and with respect</li> <li>▪ Positive feedback motivates others</li> <li>▪ Respect the facilities and equipment provided</li> <li>▪ Respect and grow the club's positive image in the community</li> </ul>	
<b>Description</b>	Responsible for all financial affairs of the Club	
<b>Reports to</b>	<ul style="list-style-type: none"> <li>▪ Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club members</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>▪ Committee</li> <li>▪ Finance sub-committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Club members</li> <li>▪ SLSNZ Club Development Officer</li> </ul>
<b>Desirable attributes</b>	<ul style="list-style-type: none"> <li>▪ Chartered accountant or bookkeeping experience</li> <li>▪ Attention to detail</li> <li>▪ Business acumen</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to keep accurate records</li> <li>▪ Honesty and integrity</li> </ul>
<b>Key duties as a committee member</b>	<ol style="list-style-type: none"> <li>1. Actively promote Health and safety</li> <li>2. Contribute to the development and implementation of the Club Strategic Plan</li> <li>3. Contribute to the development and implementation of the Club calendar and budget</li> <li>4. Be a role model for Club members</li> <li>5. Ensure the Club Committee receives timely and accurate information</li> <li>6. Respond to Club Committee correspondence in a timely manner</li> <li>7. Attend all Committee meetings either in person or remotely</li> <li>8. Report any risks or incidents to the Chairperson</li> <li>9. Provide any important media information to the Chairperson</li> <li>10. Liaise with the members to ensure their interests are upheld</li> </ol>	
<b>Key duties of this position</b>	<ol style="list-style-type: none"> <li>1. Chairs the Finance Sub-Committee and reports to Club Committee</li> <li>2. Prepare an Annual Budget in conjunction with other key personnel</li> <li>3. Prepare a Monthly Cash Flow</li> <li>4. Report against budget monthly for the Committee</li> <li>5. Use the standard Chart of Accounts</li> <li>6. Implement SLSNZ recommended Online Accounting Package</li> <li>7. Manage all income and expenditure record keeping</li> <li>8. Provide copies of monthly bank balance statements to the Committee</li> <li>9. Maintain a fixed asset register</li> <li>10. Prepare end of year accounts</li> <li>11. Liaise with the Auditor</li> <li>12. Oversee the SLSNZ Patrols and Membership database, ensuring all Members and Patrol Information is accurate and up to date</li> <li>13. Develop a Fundraising Plan in conjunction with the Committee</li> <li>14. Assist with preparation of Funding/Sponsorship Applications</li> <li>15. Delegate but remain accountable for any of the above duties</li> <li>16. Undertake any other activities as required by the Committee</li> </ol>	