

Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

POSITION DESCRIPTION: MANAGER: FINANCE

Purpose

- Provide management and support for the club finances
- Availability as the key contact for financial matters of the club

Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check
- Accounting or financial qualifications are highly desirable

Scope of Accountability

- Manage Financial activities for the club
- Maintain and report on the Clubs' debtors, creditors and cash requirements
- Manage relevant staff (paid and volunteer) to perform Financial activities for the club
- Provide financial reporting to the Board, General Managers and Management committee on a regular basis to support the operational needs of the club
- Provide necessary statutory reporting to support the clubs operations
- Effective management of the budget planning and approval process
- Maintain the currency of all records associated with income, expenditure and taxation
- Maintenance of the Approved Signatories Register in association with the club's banking services provider
- Maintain timely payment and records for payment of statutory fees, insurances, licenses, registrations and other recurrent commitments
- Oversight of banking activities carried out on behalf of the club
- Maintenance of club financial records and archives in both physical and electronic formats
- Timely preparation for, and arrangement of, the annual audit of club finances
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio

Reports To

- General Manager: Support Services

Direct Reports

- All club Officers providing services to the portfolio:
 - Club Financial Services Officer

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Key Performance Indicators

- Efficient organisation of key financial records including, but not limited to, accounts, profit and loss, balance and taxation reports
- Accurate and timely reporting on the club's financial status and obligations
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Timely and accurate monthly and annual reports