



Role Profile: Finance Officer

Reports To:	Director of Finance	Director Reports:	▪ Nil
WWC Card:	Yes		
Financial Delegation:	Yes		
Club Email Account:	finance@cbslsc.com.au		
Purpose:			
<ul style="list-style-type: none"> ▪ Operate and maintain the financial books and records ▪ Prepare routine financial reporting ▪ Administer and maintain financial controls 			
Responsibilities and Duties:			
<ul style="list-style-type: none"> ▪ Prepare monthly financial statements for inclusion in Director Finance's board report. ▪ Ensure financial transactions are correctly recorded within the chart of accounts on a timely basis. ▪ Complete reconciliations each month (or more frequently as required) for all bank accounts, cash takings and EFTPOS receipts. ▪ Reconcile other balance sheet accounts on a monthly basis. ▪ Assist in the preparation of year end files for the external auditor. ▪ Monitor accounts receivable and escalate collection of overdue amounts to the responsible officer. ▪ Purchase to pay: verify that invoices have been validly approved for payment; pay suppliers according to terms. ▪ Provide short-term coverage for key activities of other officers (e.g. Finance & Payroll). 			
Code of Conduct:			
<ul style="list-style-type: none"> ▪ Operate within the rules of SLSA; ▪ Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards; ▪ Resolve conflicts fairly and promptly through established procedures; ▪ Maintain strict impartiality; ▪ Maintain a safe environment for others; ▪ Show concern and caution towards others; ▪ Be a positive role model. 			
Skills and Knowledge:			
<ul style="list-style-type: none"> ▪ Financial and book-keeping acumen ▪ Ability to follow Club procedures. ▪ Sound working knowledge of MYOB, TANDA and Microsoft Office (Outlook, Word and Excel) ▪ Good organisational skills. ▪ Ability to communicate effectively. ▪ Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public. ▪ Ability to maintain confidentiality on relevant matters. 			