

DISTRICT 9423 LEADERSHIP TEAM MEMBER ROLE DESCRIPTION

The District organisation's purpose is to support and develop Rotary leaders, members and their Clubs to grow Rotary in a sustainable way; encourage engagement and collaboration within the Rotary family; and increase our collective impact

ROLE: FINANCE DIRECTOR

<p>PURPOSE</p>	<p>To provide accurate and timely financial reports and advice on financial matters to the District Board, Project and Program Committees, to ensure robust financial management; and</p> <p>To generally contribute to the District organisation's purpose as part of the District leadership team</p>
<p>WHAT SUCCESS LOOKS LIKE</p>	<ul style="list-style-type: none"> ▪ A financially sound District able to provide financial administration support to Clubs ▪ A well-managed District with financial resources to undertake any chosen project or program
<p>SERVICES AND ROUTINES</p>	<p><i>What is being delivered and how</i></p> <ul style="list-style-type: none"> ▪ Chair of Finance Committee ▪ Supervision of Accounts Manager ▪ Responsible for compiling District, Project and Program Budgets ▪ Responsible for accurate and timely Monthly Financial Reports for all District activities, including Projects and Programs ▪ Provision of counsel and advice on financial matters to the District Board, Project and Program Committees ▪ Ensure the District's Annual Audit is conducted by a competent Auditor ▪ Statutory Compliance with appropriate authorities. (Association Incorporation; GST reporting etc) ▪ Establish and maintain a District Asset Register ▪ Monitor and report on any Investment Portfolio which may be established.
<p>KEY RELATIONSHIPS</p>	<p><i>Key internal and (if relevant) external relationships</i></p> <ul style="list-style-type: none"> ▪ District Governor: regular two-way communication ▪ Project and Program Committee Chairs and Treasurers

	<ul style="list-style-type: none"> ▪ Accounts Manager ▪ District Administration
RHYTHMS	<p><i>Indicative schedule/time commitment of the job</i></p> <ul style="list-style-type: none"> ▪ Monthly Board meetings
YOU NEED TO BE OR WANT TO DEVELOP YOURSELF AS.....	<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> ▪ The Finance Director is required to be well experienced in Accounting and Financial Reporting ▪ Be committed to continuous professional development (assumed to already be part of their professional obligations) ▪ This role would provide the Finance Director with the opportunity to develop skills specifically related to the not-for-profit sector.