

FINANCIAL DIRECTOR

POSITION OVERVIEW:

TIME - FRAME FOR POSITION

TWO YEAR TERM (with the opportunity to reapply for a 2nd two year term)
 PSQ Constitution Section 20 (4)
 (4) At each Annual General Meeting (AGM) of the Company, the members of the Board must retire from office in line with Subrule (5) but are eligible, upon nomination, for re-election.

RECOGNITION & REWARD OFFERED FOR THIS POSITION

1. PSQ/PA Affiliation paid for current year

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

- Qualifications and / or knowledge and experience in financial management.
- Ability to provide and present regular financial statements to the board meeting and relate the organisation’s financial position to the budget including future forecasts
- The ability to provide relevant financial information and make decisions on the allocation of the financial resources of the organisation in negotiation with the Board
- Ability to manage the records electronically

OBJECTIVES OF THE FINANCE DIRECTOR:

- Provide effective financial management, to ensure the future financial stability of the company.
- Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of organisation’s funds.
- Monitor income and expenditure to ensure all board members and individuals maintain budgetary restraints.
- Provide the financial reports in accordance to the company rules and the Law.
- High level of communication with the designated region attached to this position

KEY OBJECTIVE

To assist the Board in maintaining high standards of financial record keeping, policy implementation, accountability and compliancy

TYPICAL DUTIES OF THE FINANCE DIRECTOR

- Maintain financial books.
- Input data to assist monthly reconciliation by the company's book-keeper
- Ensure that the budgeting is carried out
- Be aware of information required for the annual audit.
- Be aware of the future directions
- Have a good working knowledge of the tasks of Finance Director and
- Manage the constitution requirements for this position.
- Required to be well organised
- Required to keep good records

INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS:

- Ensure the responsibilities of the Finance Director under the Constitution and Law are discharged:
 - Receive all amounts and, if asked, immediately issue a receipt;
 - As soon as practicable, deposit all amounts in the Association's account with a financial institution;
 - As soon as practicable, enter amounts and payments in the Association's cash books;
 - Be one of the signatories for negotiable instruments (for example, cheques); and
 - Balance the cash book and financial institution accounts regularly
- Ensure appropriate financial systems and controls are in place.
- Work with the Board and staff in preparing an annual budget.
- Work with the Board and staff to ensure financial reporting to the Board on a regular basis, including profit and loss statements/statement of financial performance, budget comparisons and (if needed) cash forecasts.
- Make recommendations regarding the engagement of the auditor, the extent of the auditor's role, and communicate with the auditor during the audit process.

Duties shared by all Board members.

- Maintain a good working knowledge of the constitution, rules and the duties of Directors
- Be well informed of all organisation activities and be aware of the future directions
- Be supportive to organisation members
- Function as a key player in the delivery and evaluation of the operational plan requirements and outcomes
- Prepare for Board meetings
- Attend and actively participate in Board meetings
- Organise and delegate tasks
- Undertake any assignments given by the Board
- Manage the internal communication standard
- Attend Association functions

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| COMPANY | PISTOL SHOOTING QUEENSLAND LTD |
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| THE POSITION | DIRECTOR (FINANCIAL) |
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| APPLICANT'S NAME | |
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BOARD POSITIONS

1. Chairperson
2. Finance Director
3. Communication Director
4. Director (Competition /Events)
5. Director (Technical)

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore:

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

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| <u>ELECTRONIC APPLICATIONS PREFERRED:-</u> (hand written applications also accepted) | |
| Applications close: | 5.00 pm Wednesday 11 November 2020 |
| Form to be completed: | Electronically and forwarded to admin@pistolshootingqld.org.au via email or by completing this form and posting to Pistol Shooting Queensland: PO Box 306 Carina 4152 |

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| POSITION | DIRECTOR (FINANCE) | |
| Applicant's name | | |
| Applicant's phone contact | H | |
| | Mob | |
| Applicant's email | | |
| Applicant's Signature | | |

APPLICANT'S SUPPORT: Member Club

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| Club name | |
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| Moved | Name | | Email | |
| Signature | | | | |
| Seconded | Name | | Email | |
| Signature | | | | |

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| Date Application completed and sent | |
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MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your skills and ability to fill the position.

Samples can be from either a paid or other voluntary work or experiences.

FINANCIAL MANAGEMENT

- 1) Your skills and/or experience in financial management, accountability and financial process:

- 2) Your skills and/or experience in financial reporting:

- 3) Accounting programs you can use with confidence:

WHAT ELSE YOU MAY HAVE TO OFFER