

MARCOOLA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Accounts Officer and Committee member

Reporting To: Junior Activities Committee

This is a voluntary position and carries no salary or designated hours

Purpose of the Position

The Junior Activity Accounts Officer provides guidance and support in all financial functions of the Junior Activities section, including direction and assistance to other members of the Junior Activities Committee in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activity Accounts Officer of Marcoola Surf Life Saving Club you must:

- Be a current financial member of the Club and have served on at least one junior sub-committee for a period of not less than one year;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a strong commitment to the ideals of surf lifesaving;
- Have experience and or proven ability to fill a leadership role in a not-for-profit volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public;
- Have knowledge of modern governance practices (including risk management);
- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation;
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have good listening and project management skills; and
- Have a complete understanding of the Codes of Conduct.

Objectives of the Junior Activities Accounts Officer and Committee member

- Support the Junior Activities Committee members in maintaining a positive, modern, forward- thinking approach to the growth and development of the junior activities section of the Marcoola Surf Life Saving Club, through the implementation of conservative financial management, modern governance practices, and adherence to the Constitution; By-Laws and updated Policies and Procedures;
- Represent the Marcoola Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Ensure the members of the Junior Activities Committee are given the level of financial support needed to manage their portfolios efficiently and effectively;
- Ensure the Junior Activities section of Marcoola Surf Life Saving Club is working towards the strategic objectives of the strategic plan and implementing the operational plan in accordance with the club's Constitution; By-Laws and updated Policies and Procedures; and
- Encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

Responsibilities and duties

General Commitment

By nominating for the position of Junior Activities Accounts Officer of Marcoola Surf Life Saving Club you are giving an undertaking to the members of Junior Activities that you will commit to the following standards:

- Provide a professional level of financial management to the Junior Activities section of the Marcoola Surf Life Saving Club;
- Be a member of the Finance Committee and represent the Junior Activities section of the club
- Prepare an annual budget compiled from submissions from the Junior Activities section of the club to be presented to the Board of Directors by 1st March each year;
- Undertake to provide the Junior Activities section with open accountable financial information;
- Strive to move the club forward in a positive and professional manner;
- Develop and support the implementation of the Club's Strategic Plan and participate in any further enhancement of the long term strategic blueprint for the Club's financial future; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

Financial Management

As Junior Activities Accounts Officer you shall be required to compile and submit financial reports to the JAC; assist in compiling a financial budget of income and expenditure in

conjunction with the JA Chairperson; provide and seek co-operation of the Club Treasurer; and report any anomalies or discrepancies.

You will be required to attend the Finance Committee meetings as appropriate from time to time. You will need to assist in maintaining and developing the financial information systems of the Marcoola Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of financial planning as it relates to not-for-profit organisations;
- Have a strong understanding of corporate governance as it relates to not-for-profit organisations;
- Have a functional understanding of formal meeting procedure;
- Have a working understanding of the Club's Constitution; By-Laws and Policies and Procedures Manual
- Provide functional financial advice to other JAC officers as it relates to their portfolios and budgets;
- Develop and maintain a cohesive administrative links between the active the JAC and the active Club; and
- Ensure financial planning and budgeting for the future is carried out in accordance with the wishes of the members.

Administration

- Develop a strong working relationship with the JA Chairperson, the, the Club Administrator and the Club Treasurer to maintain an effective corporate business structure within the Club.

Qualifications

No formal qualifications are required; however, tertiary level accounting or financial management / business related qualifications would be a definite advantage.

Skills and Experience

- Minimum five years general administration / management / accountancy experience; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

| With | Purpose |
|-----------------------|--|
| 1.JA Chairperson | Provide Financial and budgetary input to all functional areas of the JAC |
| 2.JA Minute Secretary | |
| 3.Club Treasurer | |
| 4.Club Administrator | |

Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.