The Woodville District Baseball Club SENATORS

FINANCE DIRECTOR
Role Description

The Finance Director shall:

• Manage the Financial affairs of the Club

• Prepare a Budget and expenditure framework of the Club for approval and ratification by the Board

• Report on and explain the financial position of the club at each monthly board meeting by presenting:

• Copy of recent Bank account balance statements,

• Copy of complete reconciliations of the Bank balances,

• Copy of Profit and Loss Statement for the Financial Year to Date

• A summary of accounts to be paid,

• A summary of Playing fees and other amounts outstanding,

• Any other relevant information, for example the income and expenditure relating to special events.

• The accounts will be recorded on and reported from an MYOB accounting software suite, The Finance Director shall also:

• Manage, reconcile and secure cash funds earned and held at the Club,

• Prepare receipts for all funds received by the Club, this includes cash register roles,

• Properly record and post to MYOB all receipts and outgoings,

• Prepare the accounts for, and organise the annual audit