

## DIRECTOR OF FINANCE

### RESPONSIBLE TO:

The Board of Management  
President and Executive of SNB

### FUNCTIONAL RELATIONSHIPS:

- The SNB Board of Management
- President and Executive of SNB
- Branch Manager and staff
- Finance Committee
- Clubs & Members
- SLSNSW

### RESPONSIBILITIES:

The overall responsibility of the Director of Finance is to take steps to ensure that he or she are able to confidently sign the Annual Report, in which the Executive give an opinion of the truth and fairness of the Financial Statements, and on the ability of the organisation to meet its financial obligations.

In order that this statement can be made, the Director of Finance should ensure that the following areas are being addressed by the appropriate staff or committees and those matters of significance are being addressed promptly and effectively:

- Report monthly on the financial reports of SNB
- Ensures systems and procedures are in place to protect the reliability and integrity of accounting, financial reporting and disclosure practices
- Develops with the CEO internal control systems and procedures to safeguard assets
- Adopts practices which protect short-term solvency and long-term financial viability of the organisation
- Develops initiatives for the purpose of supporting all entities in the areas of finance
- Ensures procedures which ensure compliance with both legal and organisational rules and regulations.
- Ensures that SNB major assets are being managed and maintained.
- Prepares and manages approved budgets in conjunction with CEO and staff.

In doing this, the Director of Finance will be ensuring that all matters are being addressed in accordance with the strategic plan, to manage and grow the financial sustainability of the organisation.

In addition to this, the Director of Finance will be required to Chair the Finance Committee.

### ADDITIONAL DESIRABLE ATTRIBUTES:

- Sound computer skills
- Sound financial knowledge
- Sound understanding of corporate governance requirements.

STATEMENT OF DUTIES:
----------------------

- Through the appropriate officers and staff, oversee the accounting, finance and compliance activities of the organisation
- Report to the Executive and BoM on finance and compliance matters as required
- Facilitate the communication and implementation of recommendations made by the Finance Committee, and be instrumental in the meeting of its objectives insofar as the Executive is concerned
- In consultation with Directors and appropriate staff, oversee the formulation of the SNB budgets and financial plan and update existing plans which shall be presented to the Directors for the promulgation to the BoM
- Advise SNB upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon financial matters
- Attend Executive meetings and advise, by standard reporting protocol, of strategic recommendations relative to the management of the SNB Business Plan
- Be prepared to undertake programs to give advice when so requested by the SNB, the President or the Branch Manager
- Be able and prepared to attend all BoM, Executive and other meetings (if required), conferences and forums which are convened and will affect finance.
- In conjunction with the Branch Manager, prepare and manage approved budgets.

TIME COMMITMENT
-----------------

The position of SNB Director of Finance is a voluntary position that requires a commitment of time and energy required to complete the duties of the position.

