Director of Finance and Governance

Last reviewed on: October 2020	**Next review date:** October 2021
Reviewed by: Executive Officer	**Approved by:** LWA President

The Director of Finance and Governance is the chief financial management officer for Lacrosse WA. They oversee all of the finances of the Association and may chair the Finance Committee.

Responsible To: The Director of Finance and Governance is directly responsible to the Chairperson of Lacrosse WA and the other Board members.

Responsibilities and Duties

- Adhere to the mission, vision, and values of the Association.
- Be fully informed about the Association's financial position at all times.
- In consultation with the Board, prepare a budget and monitor it carefully.
- Keep the Association's books up-to-date, including a record of all payments and monies received, including issuing receipts
- Give Director of Finance and Governance reports at monthly Board meetings and make sure financial reports are available and understood at all Board meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Liaise with State/Regional Team Managers for individual State/Regional Teams and oversee banking and invoicing for members, including fundraising items and bills due.
- Oversee the preparation of BAS tax returns on quarterly basis.
- Ensure that information for an audit is prepared each year and produce an annual financial report.
- Send out accounts, pay bills, arrange financial audits and manage petty cash.
- Invoice membership fees to clubs.
- Hold a current Working With Children card.

Knowledge and Skills Required

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Experience and knowledge of financial software (preferably Xero), accurate data processing.
- Able to work in a logical, orderly manner.
- Knowledge of annual audit requirements.