



Director of Finance and Governance

Last reviewed on: October 2022	Next review date: October 2023
Reviewed by: Executive Officer	Approved by: LWA Chair

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.
- Ensure all Children and Young People participating in lacrosse feel safe, included, encouraged and supported.
- Put the welfare of Children and Young People first by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted.
- 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.

Education Requirements

All LWA Board members must complete the following Sport Integrity Australia on-line education courses:

- Anti-Doping Fundamentals
- Annual Update 2022
- Clean Sport 101
- Ethical Decision Making
- Introduction to Illicit Drugs in Sport
- Competition Manipulation
- Harassment and Discrimination
- Child Safeguarding in Sport Induction
- Child Protection and Safeguarding

All course can be found at the following link

<https://elearning.sportintegrity.gov.au/login/index.php>

- Formal Governance Training desirable or training will be provided through the Department of Local Government, Sport and Cultural Industries.