



POSITION DESCRIPTION

Portfolio: Finance Board Associate
Last Updated: July 2018

Overview of Portfolio

Objective of this role is to be in charge of the bookkeeping and record keeping of events and financial statistics. It also entails assisting Treasurer in financial report generation, analysis and reconciliation. Active participation in the financial operations will also be needed as part of the training to be 2IC to the treasurer

Essential qualities

- Strong attention to detail
- Accounting/Finance background is essential with experience in MYOB/Xero and excel
- Brings both vision and detail to the role either directly, or through the recognition of the combined talents of board associates;
- Exceptional written and verbal communication skills;
- Works in a proactive, engaged, consultative manner at all times;
- Works successfully in both team, and independent environments;
- Works within interest of SGLBA members, partners and sponsors at all times.
- Highly efficient, organised, and delivers to deadline;
- Takes responsibility for development and delivery of proposals with high engagement of all stakeholders

Key job objectives (see 'Responsibilities' for detailed summary);

1. Record keeping
2. Bookkeeping
3. Events and Financial statistics
4. Assist in BAU finance of SGLBA

RESPONSIBILITIES

Tasks	Description	Timeline
Bookkeeping - monthly	<ul style="list-style-type: none">• Use Xero to record all SGLBA financial transactions'• Data extraction of membership reconciliation;• Events reconciliation;	8 hours per month
Finance Data Maintenance	<ul style="list-style-type: none">• Maintenance of Events Statistics• Maintenance of Historical Financial Statistics	1 hour per month
Financial Reporting	<ul style="list-style-type: none">• Produce monthly financial reports (Balance Sheet, P&L from Xero - checked and validated by treasurer	2 hours per month
General duties	<ul style="list-style-type: none">• Proof-reading of financial reports and annual reports	1 hour per month