

ROLE PROFILE

Role: Finance Committee Chair

Report to: INWA Board

DUTIES AND RESPONSIBILITIES:

Responsible for the collection, management and payment of funds and preparation of Board and AGM reports.

Strategy Development

- Lead the Board and Finance Committee in the development and implementation of INWA's Finance Strategy.

Prepare, Report on and Monitor INWA Budget

- Work with other Chairs and Committees to develop the annual budget
- Prepare special budgets for Conventions. Events and races
- Prepare quarterly reports on "actual" against "budget"
- Prepare monthly cashflow forecasts for Board meetings
- Monitor bank statements and prepare INWA Cash Book

Membership Invoices & Fee Collection

- Prepare and distribute Membership Fee invoices in January each year
- Record and report on payers and non-payers
- Initiate action under INWA Rules for non-payment

Committee Activities

- Utilise the Finance Committee to review budgets, cashflows and financial reports
- Discuss budgets, costings and other finance-related activities

Customer Service Activities

- Reply to any incoming emails, phone calls or other messages within 24 hours
- Obtain/answer email requests promptly

Commercial activities

- Provide advice and assistance to the Board, Chairs and other Committees on budgets, costings, income and other finance-related activities.

Office management

- Attend Committee meetings via Skype
- Produce regular finance reports

SKILLS:

- Sound accounting, commercial or financial skills
- Commit to at least 10 hours per month
- Working knowledge of computers in a Windows environment

- Working knowledge of accounting packages
- Demonstrate excellent oral and written communication skills
- Team leadership skills
- Maintain professional and positive demeanor
- Proven accuracy and attention to detail