

ROLE PROFILE

Role: Finance Committee Member

Report to: Finance Chair

DUTIES AND RESPONSIBILITIES:

Supporting the Finance Chair who is responsible for the collection, management and payment of funds and preparation of Board and AGM reports.

Prepare, Report on and Monitor INWA Budget

- Assist the Chairs and Committees to develop the annual budget
- Contribute to the development of special budgets for Conventions. Events and races
- Assist to prepare quarterly reports on “actual” against “budget”
- Assist to prepare monthly cashflow forecasts for Board meetings
- Assist to 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

Committee Activities

- Work with 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
- Working knowledge of computers in a Windows environment
- Working knowledge of accounting packages
- Demonstrate excellent oral and written communication skills
- Display strong team skills
- Maintain professional and positive demeanor
- Proven accuracy and attention to detail

