

CAMPWEST 2020

EVENT MANAGEMENT TEAM

JOB DESCRIPTION



Position: Manager Finance

Reports to: Chief Director

Reports: Nil.

Position Objective: – Responsible for tracking expenditure in line with the approved budget, and processing invoices and volunteer reimbursements.

Specific Duties:

- Collate volunteer reimbursements and email to Chief Director for approval in a timely manner.
- Collate invoices and email to Chief Director for approval in a timely manner.
- Keep track of all event expenditure against the budget using a spreadsheet.
- Provide monthly reports to the Chief Director comparing budgeted and actual expenditure.

Key Performance Indicators:

- Volunteer reimbursement requests are submitted to Branch Administration Office within 5 days of receipt.
- All invoices are paid before due date.

Skills, Experience and Attitudes:

- Experience with budgets.
- Highly organised person who can meet deadlines.
- Availability and commitment to the time required to deliver the duties outlined in this role description.
- Flexibility in approach and an ability to work under pressure is essential.

Time Commitment:

- 1 hour per week for remainder of 2019
- 2 hours per week during 2020 in the lead up to the event