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FINANCE DIRECTOR

The Finance Director is responsible for all finance related matters including, but not limited to: Banking and Investment; Accounts Payable and Receivable; Financial Reporting; Record Keeping; and maintaining the Asset Register.

1. FINANCE

Apply appropriate accounting standards to facilitate the effective management of SDA's financial governance in a timely and accurate manner.

2. BANKING and INVESTMENT

SDA has one main operating bank account held with the Commonwealth Bank. This is the main account for deposits received and payments made. Payments are made electronically. SDA also has PayPal and Stripe accounts. These three accounts are reconciled by the Finance Director.

From time to time, and if the Board agrees, a high interest earning bank account or term deposit may be opened to maximise earnings on funds on a short-term basis.

3. ACCOUNTS PAYABLE and RECEIVABLE

The Finance Director is responsible for the accurate processing of all Accounts Payable and Accounts Receivable transactions in Xero, ensuring costs are attributed to the correct accounts. This includes all general bookkeeping.

4. RECORDS

Maintaining accurate financial records, including supporting documentation. This includes transaction records in Xero, banking, ATO etc. Company financial records are to be retained by the Finance Director on SDA's Google Drive and in Xero for a minimum of seven years, as required by law.

5. REPORTING

A. QUARTERLY REPORTS

- i. The Finance Director will prepare and submit a company Business Activity Statement (BAS) to the ATO by the due date each quarter, as required under GST legislation.
- ii. A quarterly Financial Report will be prepared by the Finance Director and circulated to the Board at the end of the quarter.

B. YEAR END REPORTS

- i. The Finance Director will prepare all end of year reports for SDA in a timely manner. The information in our annual report will be forwarded to the ACNC by the due date, as required by law.

The Finance Director role would require a commitment of approximately 5-10 hours per week, however some weeks will require less, and others more.

All roles are done remotely (from home) so you will need a reliable computer and internet connection.

You will need to have experience with:

- a) Xero or similar accounting package
- b) MS Word and Excel
- c) Google Workspace
- d) Adobe or another PDF editor

It requires a person with:

- a) Financial literacy
- b) Attention to detail
- c) Cost consciousness
- d) Effective written and verbal communication skills
- e) Integrity and reliability
- f) A commitment to meeting deadlines and following through on tasks.

Please also note, as these are Board positions, you are required to be a member of SDA and you will also be required to attend Board meetings (held via Google Meet). There is usually no more than one meeting every 4-6 weeks.