

Finance Director

(Reports to the Chairperson) Last updated 2022

The Finance Director must contain suitable qualifications and experience capable of ensuring the Clubs Financial records are kept in accordance with good accounting practices to hold the position as director of finance.

If the nominees for the position of the board do not include such a person, the Board shall have the power to appoint such a person in accordance with the clause 25 in the Rules of the Wanaka Golf Club.

Finance Director Role Description

1. Is a member of the Board
2. Regularly attend Board and important related meetings
3. Make a serious commitment to participate actively in the committees work
4. Manages finances of the Wanaka Golf Club.
5. Trains staff on Financial procedures and accounting.
6. Administrates fiscal matters of the Wanaka Golf Club
7. Provides annual budget to the Board for members' approval
8. Ensures development and Board review of financial policies and procedures
9. Compile the Performance Report with the Administration Manager and Staff
10. Monitors financial planning and financial reports with the Staff Management and the Chairperson
11. Formally evaluate the performance of the Staff Management and informally evaluates the effectiveness of the Board
12. Plays a leading role in fundraising activities
13. Contains signing authority to sign or countersign cheques, internet transactions, online banking, correspondence, applications, reports, contracts or other documents on behalf of the Wanaka Golf Club.
14. Review with the Chairperson and Staff Management any issues of concern to the Board
15. To oversee the performance of the auditor and to review the effectiveness of the control systems. Further to ensure all reporting deadlines are met.
16. Works closely with the Administration Manager.