

DIRECTOR OF FINANCE

These responsibilities are in addition to the responsibilities of ALL DIRECTORS.

Major Responsibilities

1. Ensures that remuneration (staff salaries, salary increases & bonuses) is paid on time and that salary slips are provided to staff on time according to a pre-determined salary schedule for the year
2. Maintains a balanced financial record consisting of the following:
 - General ledger
 - Cheque book
 - Savings account records
 - Monthly treasurer's reports
 - Financial correspondence
 - Deposit slips
 - Invoices receipted and outstanding
3. Ensures a complete, clear and balanced audit trail of all chapter financial transactions for the current and prior years
 - Issues payment of all incurred expenses where there is sufficient approval in line with the Approval Framework approved by the Board
 - Ensures there are no unchallenged payments due
 - The Chapter Treasurer does not approve any expenses; as he/she releases payment of expenses. Similarly, the Office & Finance Manager also does not approve any expenses; as he/she sets the payment prior to release
4. Collects all funds owed to the chapter
 - Ensures that the Chapter is adequately resourced to ensure that accounts receivable are invoiced correctly and on time
 - Establishes and maintains a regular debt collection schedule
 - Maintains and enforces Chapter cancellation policies and avoids bad debt write-offs / keeps bad debt to an absolute minimum

Please see next page for more Major Responsibilities...

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Major Responsibilities (continued)

5. Collects fees for monthly meetings and other paid chapter activities and events as appropriate
6. Purchases the purchase of supplies, including:
 - Checks to ensure asset purchases are being made with president's/board's approval in line with Approval Framework approved by the Board
 - Maintains record of all assets purchased
 - Ensures that all assets are bar-coded and tagged
 - Ensures registers are maintained for assets that move out of the office
 - Ensures a safe and appropriate asset disposal process
7. Maintains an inventory of physical equipment owned by the chapter, if applicable
8. Manages and oversees the use petty cash in the office
9. Reviews all financial reconciliations; including petty cash, bank accounts, credit cards etc. prepared by the Office & Finance Manager
10. Monitors local bank accounts
11. Prepares a cash flow forecast for board approval and maintains this
12. Authorises all journals prepared by the Office & Finance Manager (system-enforced)

Please see next page for more Major Responsibilities...