

JOB PROFILE – DIRECTOR OF FINANCE

(Updated November 2010)

JOB TITLE

Director of Finance

POSITION SUMMARY / RESPONSIBILITIES

The Director of Finance is the financial manager of the organisation and is responsible to the membership for ensuring:

- That the day-to-day financial management of the organisation is undertaken in accordance with budgets approved by the Board and in compliance with the Marching New Zealand's Constitution, Policies and Rules of Participation.

PERSON SPECIFICATIONS

The Director of Finance shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Good accounting, financial management, budget preparation, budget control and budgetary reporting skills
- Ability to display a high standard of professional conduct
- Ability to act in a Governance role
- Ability to relate positively with a wide range of people and value and respect diverse cultures
- Knowledge, expertise and ability to provide influence relevant to Marching New Zealand's affairs
- Knowledge of Marching New Zealand's structures and administration and the Constitution, Policies and Rules of Participation of MNZ

REPORTING LINES / WORKING RELATIONSHIPS

The Director of Finance shall maintain direct liaison with:

- Marching New Zealand Board
- Marching New Zealand CEO
- Marching New Zealand Board Appointees (where Budgets are applicable)
- Marching New Zealand Auditors
- Association Treasurers

KEY TASKS

The Director of Finance shall undertake the following key tasks:

- Attend meetings of the MNZ Board, Annual Meeting and Special Meetings.
- Responsible for the day-to-day financial management of MNZ in accordance with a Budget approved by the Board.
- Responsible for the preparation and filing of all relevant tax returns with Inland Revenue, (GST, PAYE and Income Tax) within deadlines as defined by Inland Revenue
- Arrange for preparation of Annual Financial Statements and filing of the same with the Ministry of Economic Development
- Prepare draft Budget for Board approval.
- Prepare reports for Board on current status of income and expenditure against approved Budget.
- Comply with the various financial and other Policies within the Board Organisational Policies.
- Contribute to a governance role for the Board, in accordance with the Board Organisational Policies.

PERFORMANCE EXPECTATIONS / KPI's

The Director of Finance shall meet the following performance expectations:

- All meetings attended
- MNZ has sufficient cash resources to meet cash flow requirements.
- Maintain efficient and effective accounting and budgeting system.
- Attend at least one appropriate professional development programme annually
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct
- Undertake other duties as required by the Board