

ATHLETICS SOUTH
POSITION DESCRIPTION

FINANCE DIRECTOR

- Member of the Board of Management.
- Responsible for the financial management of Athletics South.
- Prepares financial statement for the monthly Board Meeting.
- Preparation of financial statements for annual report.
- Maintenance and presentation of the Athletics South 'books' for audit.
- Preparation and submission of BAS statements or any other similar statements as required by the Australian Tax Office.
- Responsible for registrations.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired, e.g. registrar.
- Participates on other special committees e.g. organising committees, on a voluntary basis.