



Finance Portfolio Manager

Position Description

Overview

The Finance Portfolio Manager is primarily responsible for ensuring that portfolio activities are performed in accordance with the Club's Strategic and Annual Plans.

Core Responsibilities

- Liaise with Treasurer to develop an annual budget for Finance Portfolio activities.
- Oversee all Finance Portfolio activities.
- Recruit and train volunteers to fulfil portfolio roles.
- Liaise with and support the Sponsorship Manager to develop the club's sponsorship program.
- Liaise with and support the Grants Manager to seek funding opportunities.
- Liaise with and support the Membership Manager to develop the club's membership program.
- Liaise with and support the Fundraising Manager to develop the club's fundraising initiatives.
- Liaise with and support the ASF Manager to develop the club's fundraising initiatives.
- Liaise with and support Social sub-Committee to support fundraising activities.
- Establish a yearly fundraising calendar.

Additional Responsibilities

- Attend all committee meetings.
- Report on Finance Portfolio activities to Executive Committee.
- Liaise with Media Manager to produce a monthly report on activities.
- Prepare a Finance Portfolio report for the Club Annual Report.
- Train, mentor and support an incoming Finance Portfolio Manager.

Knowledge and Skills Required

- Knowledge of the club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.

Personal Qualities

- Effective communicator.
- Ability to organise and delegate tasks.

Qualifications

- Required - Hold a position on the Club Executive Committee.

Expected Time Requirement



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Approximately 100 hours per annum.