



Finance manager

technical committee
position description

<i>Purpose</i>	To uphold the canoe polo technical committee as a responsible financial manager.
<i>General</i>	The finance manager is responsible for the management of canoe polo finances as a separate account of Australian Canoeing.
<i>Prerequisite</i>	Current member of Australian Canoeing
<i>Term of appointment</i>	Two years
<i>Responsibilities</i>	Finance duties include: <ul style="list-style-type: none">• Management of canoe polo finances• Banking• Financial reporting – budget, income, expenditure, commitments• Collection of competitions fees, player levies, and other income• Management of sponsorship funding• Prepare an annual budget• Review and comment on state national championship budgets• Liaise with AC business manager• Follow-up of outstanding money due
<i>AC reference</i>	<i>Terms of Delegation, Canoe Polo Technical Committee</i>
<i>AC website</i>	No specific interface with the AC website is required.
<i>Special skills</i>	<ul style="list-style-type: none">• Experience in financial management• Experience at a club or state finance management level