

ROLE DESCRIPTION
Venture 2024 Finance Director

Title	Venture 2024 Finance Director
Reports to	Venture 2024 Chief Director
Direct Reports	Finance Team Members as appointed
Measurement	Membership, Quality and Participation

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The role is to provide leadership and guidance to a team of people as selected by the incumbent and approved by the Chief Director to facilitate the success of the Victorian Venture 2024.

This position reports to the Chief Director and is expected to successfully manage the listed functions both leading up to and during the Venture. It is part of the leadership team and it is expected that the incumbent will have significant interplay with external companies, the Victorian Branch on matters involved in the areas of responsibility.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

PRIMARY RESPONSIBILITIES

- Provide leadership and guidance to a team of Leaders, Youth and other volunteers to operate a highly successful Finance Team to facilitate the success of the Venture 2024
- Ensure, where possible, that authentic youth member voice is incorporated into the work of the Committee.
- Develop and manage the timeline for all key milestones for the delivery of the event for Event Committee
- Be accountable for all aspects of the Finance Team, including planning, operations and delivery, including the budget and financial results of the event; risk management and workplace health and safety matters and program delivery standards.
- Ensure that the Venture is operated in accordance with the Scouts Victoria Policy.
- Provide a quarterly briefing to the Chief Director in a face to face meeting.
- Prepare a comprehensive final report at the conclusion of the event to inform and a final report for submission to the Branch Executive Committee.

ATTITUDE, SKILLS and KNOWLEDGE REQUIRED

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Attitude

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Strategic thinker with an ability to articulate visions, strategies and plans.
3. Ability to develop sound financial processes to support the event which are not cumbersome or “just creating unnecessary paperwork”.
4. Flexibility in approach and an ability to work under pressure is essential
5. Be inclusive in leadership style encouraging their teams to excel
6. Be respectful of all their team accepting individual differences as a resource
7. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting and Scout Safe principles

Skills

1. Be able to motivate, lead, communicate with and motivate adult leaders and work harmoniously to grow the program
2. Have planning, monitoring and delegation skills
3. A friendly attitude, helpful and approachable. Calm under pressure.
4. Get things done approach with no tolerance for politics or empire building.
5. Experience using the national OLEMS registration system (highly desirable, but not essential).
6. Advanced level experience in Microsoft Excel, advanced financial model building experience and multiple scenario/outcomes modelling experience.
7. Excellent problem solving skills.
8. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the adventurous activity environment
9. Maintain confidentiality
10. Understand and demonstrate the role and responsibilities of a Finance Director and have a commitment to that role

Knowledge

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations
2. Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - i. be prepared to attain Certificate of Proficiency within 12 months

Specific Duties

- Build and lead an experience team of volunteers involved in the effective management, development and delivery of the Finance Team for Venture 2024.
- Youth involvement in the planning and conduct fo the Venture
- The following functions and operations are the responsibility of the incumbent
 - Online ‘Real Time’ Financial Management System



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- Charter of account & budgeting
- Implementing & monitoring accounting procedures
- GST
- Banking services, including EFTPOS
- Commitment & financial reporting
- Payments, purchasing & expenditure management
- Financial risk management
- Insurance
- Promoting positive relations between Scouting and the community at large, including sponsors, suppliers and authorities
- Developing and maintaining productive communication channels within the State and externally to ensure customer needs are anticipated, supported and delivered
- Effectively resolving problems and disputes as they arise
- Continuously improving operations and activities to achieve the Association's goals and objectives
- Other duties as required to deliver Venture 2024 or as requested by Chief Director

