

Position Description

Finance Officer



POSITION IDENTIFICATION

Position Title	Finance Officer
Reports to	Treasurer
Location	Flinders University, Bedford Park (LWCM 2.41)
Last Updated	January, 2020

ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that supports students at Flinders University studying Business Courses, as well as those who have an interest in the field. Our aim is to provide students with opportunities to develop themselves both professionally and socially. This is achieved by delivering social, networking and professional events throughout the academic year, and inviting new and returning student's opportunities to be an active part of the association.

POSITION SUMMARY

FBSA's Finance Team Officer will collaborate with the association's Treasurer to assist with the financial supervision of the association. This includes, assisting with the association's accounts, as well as gaining valuable insight into the key elements of the Treasury role.

The position offers a unique opportunity to gain experience within accounting processes including the accounts, income statements, changes in equity statements, general journals, budget forecasting, cash flow management, inventory management, and compliance. Additionally, it offers a unique opportunity to gain experience within all aspects of finance management while also connecting with campus life to provide a balanced, positive and memorable university experience.

1. REQUIREMENTS

- Attend Office hours (minimum 2 hours per week)
- Respond to all FBSA committee communications
- Attend scheduled team meetings
- Attend FBSA events
- Varied time commitment for the planning, organising and execution of Financial affairs

2. DUTIES AND RESPONSIBILITIES

- **Representation:** Must uphold and exemplify FBSA mission, vision and values at all times while acting in an FBSA capacity. They are expected to foster and uphold positive working culture within the Finance team and wider FBSA committee.
- **Liase:** Assist the Treasurer liaise with key association stakeholders including FUSA and sponsors, the Executive Committee and the general FBSA committee. This includes working with the Wellbeing, Education and Personal Development (WEP) and Social Directors to help budget for events.
- **Payment of Bills:** Must assist the Treasurer with the payment of association bills. Must assist with the collection of funds, and deposit them into the association's account.
- **Monitoring:** Assist with monitoring the association's budget, available funds and expenditures.
- **Forecasting and financial planning:** Assist with the cash flow forecasting, ensuring solvency of association.
- **Keeping of financial records:** Assist in keeping and filing all financial records of the association (i.e. receipts, deposits, checks, adjusting entries etc.)
- **Preparation:** Assist in the preparation of financial reports for the association, the annual association budget, and budget requests for funds etc.
- **Informing:** Provide regular updates to the committee regarding association related financial matters.
- **Programs:** Use programs such as Eventbrite and Google Drive.

3. SELECTION CRITERIA

3.1 ESSENTIAL

- A student of Flinders University studying a Business or Commerce degree
- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management and multi-tasking skills
- Ability to work collaboratively as a team player
- Ability to prioritise tasks and work well within deadline restrictions

3.2 DESIRABLE

- Studying an accounting or finance degree
- Accounting and or finance management experience
- Volunteer experience

3.3 PERSONAL ATTRIBUTES

- A positive, enthusiastic and can-do attitude
- Both professional and social
- Creative and innovative
- Honest and reliable
- Shows initiative
- Passion and/or interest in events and events management

- Willing to learn, put in time, and have fun