



CAMERA CLUB

## **CHIEF FINANCIAL OFFICER**

**Reports To:** Board of Directors

### **Job Overview**

The role of the CFO is to oversee the financial management of the club, including accounting and record maintenance, financial reporting, banking and cash management, financial planning beginning with the annual budget preparation, and risk management. The CFO also oversees activities related to the advance-booking of the club's facility requirements.

The CFO is supported by the Treasurer and Meeting Space Reservation Coordinator.

### **Responsibilities and Duties**

Work with the Treasurer to:

- Monitor the club's accounting routines / systems and fiduciary practices. Take corrective action or make changes as necessary.
- Act as main contact with the club's chosen bank ... ensure appropriate service support.
- Prepare financial reports to the Board and membership as required.
- Provide leadership for the annual budget cycle. Monitor financial results to ensure compliance with budget ... report and make adjustments as approved by the Board.
- Provide direction on cash management, including the investment of surplus funds.

Work with the Meeting Space Reservations Coordinator to:

- Identify club's facility requirements.
- Ensure space is booked as required, in a timely and cost-effective manner.

Other responsibilities and duties:

- Act as main contact with City staff to ensure compliance with the City's Affiliation Policy.
- Arrange for insurance coverage to achieve the risk management profile as approved by the Board. Make insurance policy adjustments as required.
- Help recruit and train replacements for the 3 positions in the Administrative Group
- Provide leadership and support for incorporation, if the club opts for that change.

### **Skills Required**

- Experience in financial management
- General knowledge of accounting, its routines and practices
- Leadership and communication skills