

Role Summary & Terms

Job Title: Finance Director

Summary: The Finance Director is a qualified financial professional who oversees budgeting, financial forecasting and cashflow administration on existing and proposed projects.

Responsible for the preparation and finalisation of monthly and annual financial reporting, the Finance Director ensures a timely, accurate and detailed delivery of Swiss Netball's accounts.

The Finance Director must be a Swiss resident.

Key Tasks:

- Preparation and presentation of monthly financial reporting to the Swiss Netball Committee
- Timely and accurate creation of the Annual Swiss Netball financial statements (Profit & Loss Statement and Balance Sheet)
- Ensure the accounts are audited by an external party once a year, assisting the auditor where necessary by answering any queries or explaining certain accounting treatments
- Presentation of the Swiss Netball financial statements to the Swiss Netball General Assembly, answering any questions that may be brought forward at that time
- Oversee budgeting, financial forecasting and cash flow for administration for existing programs and proposed new projects
- Oversee invoicing, collections and disbursements of monies by Swiss Netball
- Manage and support the Sponsorship and Fundraising Lead
- Lend assistance to Members regarding financial matters as required
- Ensure adherence to tax status requirements for a Swiss association

Qualifications/ Skills:

- Bachelors degree in a financial topic or a financial/accounting qualification
- More than eight years of professional experience in finance and administration of an organisation
- Exceptional administration and organisation skills
- Excellent people skills with experience collaborating in a diverse and dynamic team
- Ability to apply reflective practice to seek continuous improvement
- Prior experience of working in Finance in a non-profit organisation is a plus
- Knowledge of Netball either as a player, coach or umpire is a plus

Time Commitment:

Virtual attendance at monthly committee and operational meetings and the AGA. In addition, (in person) attendance at such other Swiss Netball events as may be required to represent the Committee and Swiss Netball.

Approximate time required per week: Minimum 6-8 hours.



The position is for a 2-year period.

Key Relationships:

President

General Secretary

Operations

National Squad (Committee Liaison, Head Team Manager, Head Coach)

Growth

Membership Liaison

Swiss Netball Members

Sub-Committee Leads

External Financial Auditor