

Title:	Position Description	Subject:	Chief Financial Officer
No:	4000-PD-04	Version:	01
Approved Date:	15/08/2025	Replaces:	New
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Position Description – Chief Financial Officer

1. Position Title: Chief Financial Officer Archery Victoria

2. Purpose of the Position: The Chief Financial Officer (CFO) at Archery Victoria involves leading financial strategy, overseeing all financial operations (budgeting, accounting, reporting, cash flow, risk management), ensuring regulatory compliance, and supporting the President and Board in strategic decision-making to ensure Archery Victoria's long-term financial health and viability. In addition, managing funding from grants and sponsorships, financial oversight of membership fees, and a strong focus on commercial acumen.

The Chief Financial Officer is an elected Board Member and appointed to the position of Chief Financial officer by the Board in accordance with the Rules of Association (as amended from time to time).

3. Key Responsibilities:

- Develop and implement the Archery Victoria's financial strategy, contributing to overall business strategy with the President and the Board.
- Oversee annual operating, capital, and program budgets, as well as financial forecasting and reporting to monitor financial performance.
- Provide the Board with monthly financial reports and advice in relation to the financial health of Archery Victoria.
- Ensure in conjunction with the Bookkeeper, efficient and effective daily operations of finance and accounting, including cash flow, accounts receivable, payments, and general ledger.
- Manage financial risks and ensure compliance with national and local financial regulations, taxation, and accounting standards.
- Maintain relationships with Clubs, sponsors, and grants bodies, and ensure the integrity of financial information.
- Liaise with external and manage external finance teams, EG. Accountants, Bookkeeper and Auditors.
- Ensure that adequate records of all financial transactions are kept and maintained.

4. Desirable Attributes:

- Strong organisation skills with attention to detail essential for managing records.
- Experience in financial management, auditing, or accounting, budgeting and financial management.
- Working knowledge of the organisation's constitution, rules, policies, procedures.
- The ability to work effectively and collaboratively with other Board members, and to effectively liaise with various stakeholders and members
- The ability to maintain confidentiality on relevant matters and when handling sensitive information.
- Effective decision-making and problem-solving skills and commercial acumen.
- Proficiency with financial management systems and relevant software.

5. Selection Criteria:

- Experience: Demonstrated experience in a financial management role in a not-for-profit, volunteer-based organisation or similar life experiences.
- Management Skills: Management skills, ability to delegate and work collaboratively with other Board members. Well-developed decision-making skills. Experience with financial planning and sound financial management skills.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between the Board, Club administrators and external parties.
- Commitment: Willingness to dedicate time to attend meetings, and general financial administrative tasks essential to Archery Victoria's effective and efficient running.
- Teamwork: Ability to work collaboratively within a team environment to achieve common goals.
- Development: Willingness to undertake relevant training in IT, policy and compliance issues.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.

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7. Appointment Details:

- The Chief Financial Manager reports directly to the Archery Victoria Board.
- Board Members will serve a term of 36 months, inclusive of any time previously served as a Board appointee. Members may be reappointed based on performance and the needs of the Board, for a maximum cumulative service of nine (9) years.
- Meetings: The Chief Financial Manager attends meetings at least monthly, with additional meetings scheduled as necessary.

8. Reporting Structure: The Chief Financial Manager reports directly to the Archery Victoria Board.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: The Chief Financial Manager is expected to maintain confidentiality regarding sensitive information discussed within the Board and in communications with the Board.

11. Code of Conduct: The Chief Financial Manager must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

If at any stage the Chief Financial Manager becomes aware of a personal conflict of interest, real or perceived between themselves and the Board, they should immediately notify the Secretary of the conflict. The Chief Financial Manager must display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.