

# HA MASTERS COMMITTEE FINANCE DIRECTOR

## POSITION DESCRIPTION

*Hockey Australia is the governing body responsible for providing Australians with the opportunity to play hockey from junior levels through to elite competition, including the Olympic Games. Hockey Australia's 2019-2022 Strategic Plan is the key instrument driving the direction for hockey in this country.*

Our values are central to our way of working. They describe the way in which directors, staff and athletes behave, interact and work together. At Hockey Australia we will:

- continue to **LEAD** by working collaboratively with our stakeholders.
- operate with **INTEGRITY** in all areas of our work by placing the best interests of hockey in Australia at the centre of any decision.
- pursue **EXCELLENCE** both on and off the field of play.
- **INCLUDE** and welcome any person who wants to engage in, and enjoy, our wonderful sport.

We're passionate about helping people lead happy, healthy, and active lives. Hockey Australia celebrates diversity of sex, gender identity, gender expression, sexual orientation, intersex status, ability, skill, cultural background, ethnicity, location, religious or political beliefs, and life stage. There is a place in our sport for everyone, exactly as you are.

HA MASTERS COMMITTEE FINANCE DIRECTOR	
<b>Position reports to</b>	Chief Operating Officer HA Masters Committee Chairperson
<b>Core Purpose</b>	The Finance Director is responsible for ensuring that HAMC oversees, in conjunction with HA, the financial management of Masters Hockey
<b>Remuneration</b>	The role is voluntary and self-funded. Travel expenses to attend meetings may be reimbursed
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Developing, implementing and monitoring of the Financial policy and processes to ensure effective financial management for Masters hockey</li> <li>• In partnership with HA, implementing strategies to ensure financial sustainability for HAMC</li> <li>• Developing and implementing the Master's Funding model in consultation with HA</li> <li>• Preparing and monitoring the operational budget</li> </ul>



	<ul style="list-style-type: none"> <li>• Reviewing any event budgets (Championships, International travel) developed</li> <li>• Approving payments as defined within delegations set by HA</li> <li>• Providing regular reporting to HAMC and Operational Groups</li> <li>• Overseeing the Operational Groups - (needs wording) setting event budgets, ensuring setting key dates for payments, information sent to HA for invoicing, monitoring payment</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to apply accepted accounting principles</li> <li>• Ability to present financial reports on a regular basis</li> <li>• Ability to implement effective financial management</li> <li>• Understanding of financial sustainability strategies</li> <li>• Strategic thinking and planning skills</li> <li>• Risk management experience</li> <li>• Team player, uses collaborative skills</li> <li>• Ability to respect confidentiality</li> <li>• Understanding of the hierarchy of Masters Hockey</li> <li>• Knowledge of the Framework for Ethical Decision Making and Integrity</li> </ul>
<b>Appraisals</b>	Annual performance reviews conducted by the HA Board and CEO
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Hockey Australia is committed to protecting children and young people from harm. We require all employees and volunteers to undergo an extensive screening process prior to appointment.</li> <li>• Employees and volunteers must at all times comply with the HA Safe Hockey Framework, and with all relevant State/Territory child protection legislation and requirements, including obtaining and maintaining all required clearance certificates and declarations.</li> <li>• All employees and volunteers are required to obtain and provide evidence of a current Working with Children’s Check with the appropriate employee or volunteer categorisation.</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Employees are required to adhere to HA’s National Integrity Framework including the HA Code of Conduct.</li> </ul>

