

Finance Team Lead



GirlGuiding New Zealand

Role Overview

The Financial Team Lead is a member of the Jamboree Core Committee and is supported by and reports to the Jamboree Committee Chair.

Purpose of the role

The Finance Team Lead works to ensure that the event operates within an agreed budget and within delegated authority. Responsibilities also include supporting merchandise, purchasing, sales and sponsorship for the event. This role works closely with the Committee Chair, Core Committee, direct reports, the Jamboree Manager and other relevant GirlGuiding NZ National Support Team members.

Term

From the date of appointment to the delivery of the final Jamboree financial report to the Board.

Key Tasks and Responsibilities

1. General

- Is a member of the Jamboree Core Committee, attends all committee meetings, and contributes to the development of the event in accordance with the Jamboree Committee Framework.
- Contributes to the meeting notes for each Core Committee meeting and delivers on actions within agreed timeframes.
- Ensures an action list from each team meeting is compiled, circulated and followed up on within agreed timeframes.
- Report ongoing progress in their area of responsibility at each team meeting/conference call, and keep the Chair informed of any issues.
- Contribute to the successful delivery of an innovative and progressive Jamboree.
- Contribute to the timeline for effective planning for the Core Committee.
- Work closely with the Chair and other Core Committee members to deliver the event successfully.
- Ensure that approvals are obtained as outlined in the terms of reference and handbook.
- Ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.
- Ensure input of girls through the GAP group to the merchandise planning of the event is taken into account and that the feedback loop is closed after consideration of the information they provide.

- Maintain a file of working details, specifications, quantities used in planning their area of the jamboree for informing future event planning. This will be provided to the Jamboree Manager at the conclusion of the final teleconference.

2. Financial

- Ensure that Committee members fully understand the event budget and financial processes that are to be followed.
- Ensure that Core Committee members fully understand the event budget and financial processes that are to be followed. Support committee members to develop budgets for their areas of responsibility. Discuss quotes with each committee member and update the budget spreadsheet with changes or quote confirmations.
- Ensure Core Committee have a list of codes for their area of expenditure; approve invoices as per the Policy on Delegation of Authority.
- Liaise with the Funding & Partnerships Lead before applying for funding and sponsorship in line with Policies on Fundraising and Delegations of Authority to ensure any opportunities are maximised and do not impact other fund development plans.
- Once the budget is approved, ensure accurate forecasting occurs on a monthly basis to enable effective event expenditure management, in consultation with the Assistant Accountant. Report any significant variation to the Jamboree Committee Chair and Project Manager and assist to resolve any impacts.
- Liaise with Finance Team and Jamboree Manager on invoicing and collection of event fee from participants to ensure that income is collected in a timely manner to ensure the event remains viable.
- As required, liaise with Finance Team for any supplier accounts that need to be opened as per the Policy on Delegation of Authority.
- Works within agreed financial processes and policies.

3. Event staffing

- Find and recommend team members for their areas of responsibility within the agreed timeline, in line with the volunteer selection process for all volunteer applications for the event.
- Contribute to the process to assign volunteers to all Jamboree volunteer roles, taking into account qualifications required, onsite and offsite roles. Consult with the Jamboree Committee Chair before finalisation.
- Contribute to suggestions for personnel for all Jamboree volunteer roles; interview and appoint to teams as per the appointment process.
- Prior to any appointment, ensure that the role description, time commitment, and commitment to fulfilling the requirements are clearly understood.

Finance Team Lead



4. Position Specific

- This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety.
- Visit the site and develop a Budget for consideration by the Jamboree Committee for approval by the National Board via the Audit and Finance Committee as per the Policy on the Delegations of Authority.
- Recommend the event fees for the event for GGNZ girls and volunteers and for international girls and volunteers.
- Contribute to the Jamboree communications planning ensuring that all information related to fundraising, sponsorship, the event fee and merchandise is provided in a timely manner.
- Develop a merchandise plan in conjunction with the Registration and Communication Team Lead and the Jamboree Manager, undertake purchasing of the items to sell and support the Merchandise Team Lead to deliver pre-order, onsite and online sales.
- Ensure that risk management strategies are developed for their area of responsibility [including incorporation of the existing onsite strategies].
- Have a good knowledge of GirlGuiding NZ's relevant policies and procedures and ensure that these are followed in the planning process and during the event.

5. On Site

- During the event support the merchandise team lead, oversee all financial matters and respond to requests in relation to the areas of responsibility.
- Be aware of and take allocated role in any major incidents as detailed in the incident management plan.
- If there is an on-site shop ensure that appropriate finance systems are in place.
- Ensure that cash on site is stored appropriately and banking occurs.
- Support direct reports, monitor their wellbeing and seek assistance where required.
- Attend Core Committee meeting each day during Jamboree. Hold a daily meeting of direct reports during Jamboree for briefing and resolving problems before they become issues.
- Prior to leaving the site at the end of the event ensure that all equipment has been returned to the correct source and their area of camp completely cleared.
- In conjunction with the Operations Lead plan for and deliver the post Jamboree equipment sale.

6. Post Jamboree

- Contribute to post-Jamboree evaluation.
- Ensure all GGNZ Health and Safety and Legislative requirements are met.
- Contribute to the event finances being finalised and to the Committee Chair provided in time for the March Audit and Finance Meeting. If the timeframe is not

Finance Team Lead



able to be achieved a progress report is to be provided followed by the final report to the May Audit and Finance Meeting.

- Contribute to the written report with recommendations for any future Jamborees.
- Send any post-Jamboree thanks and acknowledgements to relevant people or organisations in a timely manner.

Direct Reports

- Finance Team Lead second in charge
- Merchandise Team Lead

Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/conferences calls with the Jamboree Event Committee and relevant stakeholders.

Location of Position

No fixed location. The role requires a willingness to travel within New Zealand to attend meetings and the event.

Person specification

1. Knowledge and skills

- Have a good knowledge of GirlGuiding NZ's finance policies and procedures (desirable)
- Qualification and professional skills in accounting and finance management
- Some understanding of girl development and the needs of girls today
- Effective people management and leadership skills
- Excellent communication skills
- Effective co-ordination and organisational skills
- Openness to change and new ideas
- Ability to operate effectively with staff and volunteers online and in person

2. Experience

- Experience at preparing and managing budgets and producing financial reports
- Experience of large event budget preparation and management (preferable)
- Experience in explaining finance processes to non-accountants

Finance Team Lead



- Effective team leadership experience

3. Personal attributes

- Passion for GirlGuiding and its values
- A strong desire to ensure positive outcomes for girls and young women
- The integrity to respect confidentiality and act with discretion
- The ability to develop and encourage committee member in their responsibilities
- Ability to give instructions and delegate effectively
- Ability to lead and motivate wider event staff and participants
- Active and of good health and has the stamina to deliver the event