



Job Description: Sanjamb 2021 – Finance Portfolio

Sanjamb is a National Jamboree event of SCOUTS South Africa which is held every 4 years.

Role Purpose

1. To lead, manage and deliver all the financial requirements for Sanjamb in accordance with SCOUTS South Africa (SSA) Constitution, Organisational Rules and Policies.
2. To represent the interests and views of the Sanjamb Organising Committee in all interactions and communications.

Functions

1. Develop a suitable budget for the event.
2. Monitor income and expenses according to the budget and provide regular reporting to the Organising Committee.
3. Ensure expense administration is documented and properly authorised and approved.
4. Secure insurance for the event in conjunction with the National office.
5. Plan and ensure the relevant controls for any trading operations that will take place during the event.
6. Role is supported by National Finance Manager and accountant.
7. In conjunction with the Chair: Organising Committee perform any other duties as may reasonably be required to ensure a successful event.

Previous Experience

1. Knowledge and insight into risk management as well as budgeting and financial controls.
2. Have held a similar role for a large event or have experience in planning of large events.

Accountability & Reporting Structure

Report to:

Chair: Organising Committee

Peers:

Members of Organising Committee

Period of Warrant

From appointment date until 6 months after Sanjamb 2021.

Appointment Procedure

Process as described in the Adult Support Policy.

Other Agreed Tasks

As agreed from time to time with the Chair: Organising Committee.