



# Job Description: Regional Finance Representative

## Role Purpose

To support the Regional Commissioner (RC) in ensuring Scouting is operating and growing in a sustainable manner with a specific emphasis on the financial aspects in the Region.

## Functions

1. Reviewing and Approving of budgets for Regional events, including camps and training activities, in accordance with the Finance, Fundraising and Administration Policy.
2. Assisting in establishing budgets for Regional camps, events and training activities.
3. Reviewing (not auditing) all expenses and income related to Regional camps, events and training activities, as per the approved budget of such activities.
4. Assisting the Region in raising funds for camps, events and training activities.
5. Assisting with the management of National Office staff deployed to the Regions.
6. On request from the RC or District Commissioner (DC), support to review group finances and budgets.
7. Preparation of an annual Regional budget for SCOUTS South Africa (SSA).
8. Recruitment and Management of resources to assist with the aforementioned task. These may be delegated, but the Regional Financial Representative retains the overall responsibility.

## Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Organisational Rules SSA Finance, Fundraising and Administration Policy SSA Property Policy
Report to:	National Finance Committee Regional Commissioner in respect of the finances in the Region
Peers:	Regional Property Representatives Regional Finance Representatives DCs Regional Development Officers Regional Team Coordinators
Manages:	N/A
Supports	RCs DCs Scout Group Leaders (SGLs) Group Treasurers

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## Delegated Power

1. Approvals of budgets for Regional events.
2. Review of Group annual financial returns.
3. Tasks assigned by the National Finance Committee.

## Period of Warrant

5 Years renewable for 3, and then 2 years. Thereafter the Warrant cannot be renewed for the role.

## Appointment Procedure

Process as described in Organisational Rules Section 8.5.

Regional Finance Representative should be physically based in the Region they represent.

## Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



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