



# **JOB DESCRIPTION**

## **WSJ 2023: CMT:**

### **Finance & Sponsorship**

#### **Role Purpose**

To draw up and manage the budget for the SSA Contingent attending the 25<sup>th</sup> World Scout Jamboree in South Korea in 2023.

To prepare a reconciliation of actual expenses against the budget at the end of the Jamboree and provide a final finance report that will be approved by the National Finance Committee.

#### **Functions**

1. Attend meetings of the Contingent Management Team (CMT) and provide regular portfolio updates as required.
2. Co-ordinate and compile the Contingent budget which will be reviewed and approved by the National Finance Committee.
3. Work with the National Financial Manager to ensure all vendors are paid on time in accordance to the agreed payments schedule.
4. Ensure all incremental fee payments are made on time by the Contingent members.
5. Consolidate and administer the budgets from the respective CMT portfolios.
6. Work with the National Finance Manager that reconciles the actual income received and expenses against the budget.
7. Take control of all spending, making sure that the reasons for any potential overspend is timeously identified, reported and approved.
8. Secure external sponsorship for the Contingent and/or SSA members from disadvantaged backgrounds.
9. Liaise with sponsors, meet their needs and ensure compliance with the SSA Finance, Fundraising and Administration Policy.
10. Perform any other duties as may be reasonably requested by the Contingent Leader.

#### **Accountability & Reporting Structure**

Applicable Policies:	Organisational Rules Finance, Fundraising and Administration Policy All other SSA Policies
Report to:	Contingent Leader Chair: National Finance
Peers:	CMT Members National Finance Manager

**Period of Appointment:** April 2021 – December 2023

**Appointment Procedure:** Contingent Leader and Chief Commissioner to appoint on application

be prepared...

