

Finance Assistant - Convention

APPOINTED BY: Regional Finance Co-ordinator Term: 2 years

VERSION DATE: Apr 2 025

POSITION SUMMARY: The Finance Assistant – Convention role looks after the financial administration tasks for the Regional Convention, is a trustee of the Prue Blythe Memorial Trust, and is part of the Finance Resource Team.

RESPONSIBILITIES:

- Work with, and as directed by, the Region 35 Finance Coordinator
- Assist Region 35 Finance Coordinator and the Chair of Regional Convention to prepare the budget for Convention
- Prepare records of paid convention registrants
- Check that paid registrants are in good financial standing with the Region and with SAI
- Process supplier invoices for the Region 35 annual convention and prepare payment batches for approval
- Completes appropriate financial tasks associated with convention and participate in regional convention activities as requested by the Chair of the Regional Convention
- Is a trustee of the Prue Blythe Memorial Trust and a member of that management team
- Keeps the Region 35 Finance Coordinator informed of decisions by and requests from the Prue Blythe Memorial Trust
- The workload for this role is usually very light, except in March and April when it is heavier because of Convention.

POSITION EXPECTATIONS:

- Appropriate financial knowledge
- Strong organisational skills
- Effective verbal and written communication skills
- Ability to maintain confidentiality
- Problem-solving and decision-making skills
- Ability to manage deadlines
- Ability to work independently and as a member of a team
- Help to identify possible successors, train and provide assistance once appointed