



Australian Contingent European Jamboree 2020

Position Description

Finance Manager

A new inspiring Scout and Guide adventure awaits you in the European summer of 2020. After the last EuroJam of 2005, held in the United Kingdom, the European Jamboree returns to gather young people from all over Europe and the world in Gdańsk, Poland to celebrate Scout and Guide values, strengthen our international community and provide young people around the world with the opportunity to meet and learn from each other.

Scouts, Venturers and Rovers, being supported by Leaders from all over Australia, will share a unique experience of exploration, culture and friendship. A short pre-jamboree camp will take in the sights of one of Europe's major cities and then on to the Jamboree.

The Australian Contingent is seeking a team of talented, dedicated and enthusiastic Adults to plan and execute the Australian Contingents adventure including pre tour.

If you think you have what it takes...

Position Objective

The Finance Manager will be responsible for the preparation and monitoring of financial budgets ensuring the sound financial management of the Contingent. Ensure financial processes are in place to support all of the Contingents objectives.

Key Responsibilities

- Assist C.L. in preparing and managing budgets.
- Implement accounts software to support management of all financial responsibilities.
- Keep accurate records / journals of Contingent expenses up to and during the event.
- Monitor incoming payments from Contingent members using the online events system.
- Follow up members with overdue payments.
- Manage and monitor Contingent accounts payable and receivable
- Liaise with Scouts Australia National Office accountant as required.
- Produce financial reports, cashflow forecasts and respond to requests for financial information in a timely and accurate manor.
- Authorise Expenditure by other Contingent Team members.
- Manage Cash held with Contingent including major bank withdrawals.
- Assist with admin as required.
- Any other duties as reasonably requested by the CL or DCL.

Key Selection Criteria

- High level of attention to detail
- Excellent time management skills
- Strong background in accounting, bookkeeping or finance highly regarded.
- Experience with international travel and foreign currency highly regarded.
- Strong IT skills and the ability to deal with complex spread sheets, mail merge and other online software.
- Demonstrated ability to work as a team and mentor younger members.



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Time Commitment

This position requires a significant time commitment in the lead up to the event. It is expected in the final 4 months prior to the event this work load would be around 4-6 hours per week as arrangements are finalised.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution taking into account their work or study requirements. They should be available during the lead up to and full duration of the event including pre and post tours. This is a volunteer position.

How to Apply

Applications should be forwarded by email to the Contingent Leader, James Carfax-Foster eurojam2020@scouts.com.au by 23 November 2018.

Your application should include:

- A brief history on yourself and your Scouting background;
- Details on your current Scouting role(s) and commitments;
- Prior relevant experience;
- Your vision for the role;
- Address the key selection criteria;
- Include contact details for 2 relevant referees;
- and why you feel you are the best candidate for the position