

CASCADIA COUNCIL – SCOUTS CANADA

JOB DESCRIPTION

DEPUTY COUNCIL COMMISSIONER - FINANCE

Accountable to: Council Commissioner
Term: Appointed annually, to a maximum of 3 consecutive terms
Time Required: 3 to 5 hours per week; potential of 2 to 3 weekends per year

Major Responsibility:

Works with volunteers and staff to provide governance and oversight in all the Council's financial matters and oversees financial operations of the Council

Duties and Responsibilities:

1. Actively participates as a member of the Council Leadership Team.
2. Chairs Finance Committee
3. Serves on Investment Committee
4. Prepares Council budgets in conjunction with Key 3, National Standards and One Scouts Canada
5. Works closely with and provides guidance to Council Operations Manager
6. Liaises with external accountants and auditors
7. Reports on financial operations at each Council Leadership Meeting and approves monthly statements prior to their timely submission to National
8. Participates in National financial meetings or calls
9. Interprets financial information and effectively communicates it to the Council Leadership Team and membership
10. Undertake assignments as requested by Council Commissioner
11. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered

Qualifications:

1. An accounting designation or equivalent experience
2. Demonstrated leadership, management, problem solving and decision making skills
3. Has proven ability to inspire confidence, team effort and leadership in others
4. Strong communication skills: ability to communicate clearly and professionally both verbally and in writing
5. Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices