<table>
<thead>
<tr>
<th>Position</th>
<th>Internal Relations</th>
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</table>
| Financial Officer | • Executive Board  
• Sponsorship Team | • Partners & Sponsors (i.e., all external organizations) engaged in financial matters relating to AMSJ  
• NSW Fair Trading  
• Financial Institute | Maintain financial, accounting, and administrative services in order to meet legislative requirements and support AMSJ operations.  
• Maintain cash controls  
• Maintain accounts payable  
• Process Sponsor/Advertiser invoices in an accurate and timely manner  
• Ensure all taxation and financial regulatory requirements are met, including bi-annual audit and quarterly reports.  
• Maintain financial files and records of accounts payable and accounts receivable in order to ensure complete and accurate records of all moneys  
• Advise AMSJ Executive Board of financial status, revenue allocations, and financial outlook  
• Assist with preparation of annual budget and strategy for execution  
• Ensure long-term financial security of the AMSJ | • Proficient knowledge in:  
– generally accepted accounting principles  
– preparation of financial statements  
– preparation of financial reports  
• demonstrate analytical and problem solving skills  
• effective verbal and written communication skills  
• time management  
• spreadsheet and word-processing programs (e.g., Microsoft Excel)  
• honest & trustworthy | • Diploma in Accounting or Business Administration and/or second level of recognized accounting program  
• Prior experience in financial managerial role of a student and/or non-profit organization  
• Experience with Australian taxation and non-profit reporting requirements |