



## SCOUTS AUSTRALIA - ROLE DESCRIPTION

### National Advisor – Finance (International)

<b>Role Title</b>	National Advisor – Finance (International)
<b>Business Unit</b>	International Team
<b>Reports to</b>	International Commissioner of Australia
<b>Role Level</b>	Uniform Role, Volunteer
<b>Appointment</b>	The appointment is for a fixed term of up to 3 years.

*Scouts Australia is a Child Safe organisation. Scouts Australia is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse, or neglect.*

#### OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self-confident and responsible citizens.


This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills so young Australians can attain their full potential, both as individuals and members of their local, national and international communities.

Scouting is the largest non-formal educational youth organisation in the World with over 50 million members. In Australia, Scouting has a membership of approximately 70,000, of which approximately 50,000 are youth members or young adults with the remainder being older adults supporting the delivery of the program.

#### ROLE OBJECTIVE

The National Advisor – Finance will play a pivotal role in advancing the core objective of Scouts Australia. Entrusted with the critical task of overseeing and supporting international Contingents budgets in conjunction with the International Commissioner of Australia (ICoA). This position is central to the sound financial practices and responsibility of Scouts Australia's International portfolio.

The National Advisor – Finance role exists to support the planning, facilitation, management and documentation of financial aspects of international portfolio including creation and maintenance of Contingent budgets, finalising Contingent accounts, monitoring of finance tools and templates to ensure they support Contingents appropriately and other projects as required. In addition, the National Advisor – Finance may be called upon to provide advice and support to Branch International Friendship Tours (BFTs) if requested.



The National Advisor – Finance will work closely alongside the ICoA and members of the International Team including the Deputy International Commissioner, Contingent Management Teams (CMTs), Branch International Commissioners (BIC) and the National Support Team (NST), among others to ensure financial matters are managed effectively across the international portfolio.

This role is in addition to your regular Scouting role. initially, the role will require some additional time but will eventually be called upon on as needed. The workload will vary significantly depending on the year and how many Contingents and Groups travelling. As such, this is not considered a primary role and could be completed alongside a Primary Scouting role such as Youth Program Leader or Program Support Leader.

Applicants should consider the time they have available to be able to accommodate this contribution, taking into account their personal, work and/or study requirements and other Scouting requirements, a time of applying but throughout the duration of the role.

## KEY STAKEHOLDERS

- Youth members and Leaders
- Parents and Guardians of youth members
- ICoA
- CMTs
- BICs
- International Team Members
- NST
- National Operations Committee (NOC)
- National Finance Committee (NFC)
- National Executive Committee (NEC)

## ROLE RESPONSIBILITIES

This role statement will evolve during the inaugural appointment, in line with the needs of the broader International Team; however, the National Advisor – Finance’s core business will be to:

### Delight Stakeholders

- Support & collaborate with the broader International Team, CMTs and BICs, as required.
- Adopt a proactive, flexible, and engaging approach to stakeholders at all times.

### Operational Management

- Take a lead role in supporting Contingents to manage Contingent finances. This may include but is not limited to; the development of Contingent budgets and any Contingent budget revisions; support for the CMTs in managing of the approved Contingent budget, payments to providers, income from Contingent fees etc.
- Provide advice and support the ICoA to manage the International portfolio finances and budget.
- Work with the teams to resolve issues and escalate as required.
- Undertake other projects or functions from time to time, as a member of the international Team and as agreed with the ICoA.

### Managing Relationships

- Support and liaise directly with members of the International team, CMTs, BICs and members of the NST regarding budget and finance matters as required.
- Demonstrate an interest in youth members, leaders, parents and CMTs, their opinions and experiences and be able to advocate on their behalf.
- Attend National Meetings as required.

- Attend International Team Meetings (4 per year).

### Process Improvement

- Develop and design tools, initiatives and projects that support International Scouting in Australia and beyond, identifying gaps and filling them with innovative and member focused solutions.
- Keep abreast of community attitudes, concerns, and professional areas of interest relevant to the Australian International Scouting Program.
- Model appropriate behaviours expected of ambassadors of Scouts Australia, including respect and compassion.
- Identify gaps in Contingent support and financial structures within the International portfolio and assist in closing those gaps by developing processes and resources.
- Develop and maintain a thorough understanding of each project under your supervision and utilise the Plan>Do>Review method to benefit from continual improvement.

### Compliance and Procedure

- Always prioritise and practice child safe Scouting.
- Safeguard and promote the Scouts Australia brand, ensuring that good finance practices are maintained, and relevant legislation met.
- Comply with relevant internal processes, policy, procedures, and any legislative requirements.

## KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

### Essential

- Significant experience in accounting/finance/budgeting.
- Relevant qualification e.g. Accountant, Bookkeeper.
- Outstanding communication, consultation, engagement, and management skills.
- A desire to share knowledge and expertise with others and to work as a member of a team.
- A passion for international Scouting, and its broader contribution to creating a better world.
- An unequivocal belief in the Purpose, Principles, Promise, Law, and Method of Scouts Australia.
- A sound understanding of Safe from Harm in accordance with Scouts Australia Child Safety Policy including principles, standards, and procedures.

### Desirable

- Experience in other major events or significant Scouting projects.
- Experience in international travel.
- Highly developed skills in guiding, influencing, and developing relationships of diverse stakeholders.
- Ability to work autonomously and accept ownership/accountability.
- Capable of working to tight and evolving deadlines.

### Personal Attributes

- Patient, seeks to understand and utilises learning opportunities.
- Comfortable in being challenged and responding to challenges.
- The ability to work inter-generationally with all members of Scouts Australia.
- Proven success in the empowerment of youth to lead.
- Respectful towards youth members and their opinions and can advocate on their behalf.
- High emotional intelligence is highly regarded.

This is a volunteer role open only to Youth, Adult and Fellowship members of Scouts Australia. This role is also required to undergo a probationary period of 6 months to assess suitability to the position.