

## Job Description – Chief Financial Officer (CFO)

**Position** This job description covers the responsibilities and duties of entré's CFO

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**Context** Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

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### Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at UC or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
  - Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
  - The CFO should be onsite at the University of Canterbury, or in Christchurch over the Summer break, in order to aid the CEO to pursue sponsorship opportunities and prepare the coming year's entré accounts and budget.
  - The role will be subject to a 90-day trial period – for the CFO the trial period commences on 1 February.
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**Role of CEO**

Reports to:	CEO
Responsible to:	CEO

The role of the CFO is to set and actively manage entré's annual budget and to handle entré's day to day financial transactions. It is a key role, working with the Advisory Board, particularly the Chair, the UCE Co-ordinator, CEO, COO and the rest of the Executive.

This role would be excellent for a senior accounting student, providing an opportunity to put key skills into practice.

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### **Key Qualities**

Key qualities required of the person for this role are:

- Commitment to entré
  - Attention to detail
  - Systematic and process driven
  - Time management
  - Interpersonal skills – explanatory skills
  - Flexible
  - Forward-thinking
  - Strategic Accounting
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### **Key Skills**

The key skills required by the CFO are:

- An understanding of basic accounting principles and practices
  - The ability to set annual budgets
  - A good working knowledge of and the ability to interpret financial reports
  - Cash flow management
  - Accurate record keeping skills
  - Ability to explain accounting fundamentals to non-accountants
  - Organisational skills
  - Project skills
  - A working knowledge of XERO would be advantageous but not essential
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### **Key Duties**

Key duties that are part of this role include (but are not limited to):

- Budget preparation, both cash and in-kind
- Preparation of financial accounts for the Board on a quarterly basis
- Attend quarterly Board meetings to present the budget
- Prepare and distribute monthly financial reports to the Board
- Advise Executive members on financial issues regarding their area of responsibility
- Cash flow management with entré Managers
- Arrange payment online of invoices and seek authorisation from the UCE Co-ordinator & Board Directors
- Obtain monthly credit card expenditure summaries & receipts from credit card holders and code these correctly on XERO
- Invoice sponsors once confirmed and submit to UCE Co-ordinator for approval
- Reconcile payments on XERO and code correctly

- Seek authorization from the UCE Co-ordinator
- Maintain regular communication with the UCE Co-ordinator on financial issues, as required
- Being involved in the financial decision making process
- Taking leadership on other financial matters such as investment accounts and put into effect
- Add any additional policies into the policy guidelines document and get Board approval
- Undertake any other financial related projects for the Board as directed
- Assist the CEO & COO with any other projects as directed
- Assist the CEO in creating and maintaining relationships with potential Sponsors and all stakeholders
- Commitment to entré's Health & Safety policies and practices, complete documentation (where required) and report any incidents to the HR Manager
- Attend weekly team meetings
- Attend entré events
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effect transfer of knowledge and information