

General Principles

The Vice President of Finance is responsible for overseeing the financial activities of the Nepean Blue Devils Basketball Association.

Responsibilities and Duties

- Analysis of pricing for various programs
- Prepare an annual operating budget for the association
- Prepare financial submissions for the NBBA general fund
- Submit a written report at each regular general meeting and at the request of the Executive Committee
- Analyze data, identify trends, and prepare reports (for advisory purposes) in support of strategic and fiscal planning operations by the Executive Committee
- Have co-signing authority for all cheques issued by the NBBA
- Oversee sponsorship programs and policies
- Preparation of grant submissions
- Review of applications for bursaries to NBBA graduating players
- Submit a year-end report at the Association AGM

Knowledge and Skills Required

- Can communicate effectively
- Has a strategic/business vision
- Demonstrates leadership qualities
- Demonstrates teamwork at all levels
- Is well organized
- Has a high level of attention to detail
- Experience in finance and administration

Responsible To

The Vice President of Finance is directly responsible to the Executive of the Nepean Blue Devils Basketball Association.

