

SSVP South Africa - District Council Financial Officer Duties and Responsibilities

Revision No 4 - November 2022

Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Look out for suitable treasurers and/or financial reporting officers that may be required across all levels of SSVP and recommend them to those in need of the skill set
1,1		Emphasise the need for succession plans for treasurers and financial reporting officers throughout SSVP in thought, action and example
2	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the District Council Financial Officer/Treasurer guides the the activities of the District Council in financial matters, nurtures and encourages treasurers at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
2,3	Delegation	Delegates required actions to the appropriate District Council Office Bearers or the appropriate Conference Treasurers as and when required to ensure that SSVP financial management is optimised
2,4	Prioritisation	Concentrates on the financial and associated management actions to ensure that the District Council's financial status is in good standing and aligned with SSVP and Government requirements
2,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
2,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
3	District Council Management	The District Council Financial Officer shall monitor the compliance of Conference Treasurers in liaison with Central Council Treasurer
3,1	District Council	Inform all Conference Treasurers in their district that they have to provide documentation/information to the Central Council Treasurer timeously which includes:
3.1.1		Inform the conferences that only the Society's Standard Bank (SB) Business On Line (BOL) consolidated banking arrangement be used. Provide to the CC treasurer the information and documents requires to open and maintain this account. Existing bank accounts may be kept open to receive anonymous donations for as long as practical.
3.1.2		That the conference account/s must have two identified designated signatories including the treasurer which are to be confirmed each year
3.1.3		Informing all conferences within their District Council that they must pay the 10% levies to the Central Council each month in accordance with the National Council requirements
3.1.4		Advise the financial status of the conferences in the District Council to the other members,if applicable.Currently district councils
4	Training Management	Meet with the National Training Officer as required to provide input into financial training modules
4,1		Agree the required training modules to be presented in accordance with National Council agreements
4,2		Ensure that the training modules content make SSVP financial members aware of their specific duties and responsibilities
5	Compliance Management	Meet with the National Legal Officer as required/requested to address any financial concerns
5,1		Ensure that the SSVP SA "Rule", constitution and development documents are not in conflict with good financial management practices
5,2		Make arrangements to review/advise any identified financial compliance problems and solutions with the SA National and Central Council
6	Development Management	Meet with the National Development Officer as required to address any concerns with financial elements of development projects
6,1		Confirm which financial development options are to be pursued in the coming year
6,2		Review the progress of the initiatives and identify any corrective actions required
6,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
6,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communities.