

TREASURER

REPORTS TO President, Executive Committee and General Committee

PURPOSE OF THE ROLE

The Treasurer is responsible for the financial supervision of the club to allow the committee to provide good governance. The Treasurer regularly reports on the club's financial status to both the committee and the club members, and safeguards the club's cash, assets and the volunteers who handle them.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Financial accounting or bookkeeping experience desirable
- Strong computer skills, including confidence with online accounting systems (Xero)
- Effective communication skills
- Attention to detail and the ability to maintain accurate financial records
- Honesty, reliability, commitment and good work ethic

DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Treasurer include but are not limited to:

- Prepare a club budget and cash flow projection each year for committee approval.
- Implement and maintain financial management procedures that protect the club's cash, assets and the volunteers who handle them.
- Maintain control of the club's bank accounts, ensuring payments are made via Electronic Funds Transfer and approved by a second authorised person.
- Maintain a register of club assets and liabilities.
- Ensure all money due to the club is collected, with as much revenue as possible collected through online payments.
- Record all financial transactions in the club's accounting system (Xero) and reconcile accounts monthly.
- Provide monthly financial reports to the committee.
- Coordinate with the Canteen, Events, Sponsorships, Communications, and other relevant volunteer persons to count and bank takings after each home game, issue invoices and maintain financial records.
- Produce the annual financial report to members for presentation at the Annual General Meeting.
- Ensure the annual audit is complete in time for the financial reports to be presented at the AGM and lodged with the Office of Fair Trading.
- Undertake all legislatively required reporting and submissions.
- Review, revise and update the position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT 2 to 6 Hours per week or as requested.