



Position Description – Treasurer

JOB TITLE:

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

RESPONSIBILITIES:

- Be involved in preparing the annual budget, in consultation with the Committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure.
- Maintain accurate records of income and expenditure through the Xero web based accounting application.
- Report to the Committee on a monthly basis, using a profit and loss worksheet
- Arrange periodical payments of valid invoices presented.
- Ensure the club finances are appropriately audited each financial year.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the Club to the membership at the AGM.
- Be one of several signatories (President, Secretary, Treasurer)

RELATIONSHIPS:

- Reports to the President.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors as required.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and Committee.
- The Treasurer shall seek ratification from the Executive then the Committee of a club budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.



The estimated time commitment required as the Treasurer is up to 4 hours per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound electronic records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated Club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.

Structure:

Belongs to the Executive

