

CLUB TREASURER

- The Treasurer is the Chief Financial Management Officer for the Club

SKILL SET

- Good organisational and communication skills
- Qualifications &/or experience in financial management
- Ability to provide and present monthly financial statements/reports
- Ability to delegate and monitor the standards of cash management as appropriate to other (e.g. canteen, merchandise, registration staff etc.)
- HONESTY
- Computer skills (particular financial management systems such as but not limited to MYOB, Xero, QuickBooks, Reckon)
- Ability to issue debt collection notices, in a positive and non-confrontational manner if the situation requires
- An understanding of Club regulations regarding the handling and disclosure of finances



DUTIES & RESPONSIBILITIES

- ✓ Prepare a budget and monitor it carefully (in conjunction with the President)
- ✓ Maintain accurate and current financial accounts and records; keeping concise records of all payments & monies received (e.g. registrations, fees, sponsorship etc.)
- ✓ Ensure financial reports are available and understood at committee and members' meetings
- ✓ Show evidence that money received is receipted, banked and show documentation for all money paid out
- ✓ Pay Club bills and sent out accounts/invoices as and when they are due
- ✓ Ensure that all information is prepared for Annual Audit each year
- ✓ Present the Annual Audit report at the AGM
- ✓ Maintain the integrity, security & sustainability of the financial management system
- ✓ Ensure compliance with relevant laws and legislations (e.g. BAS, Superannuation, PAYG) including reports to Local League
- ✓ Establish sound financial management policies, procedures and reporting processes
- ✓ Oversee the acquittal of funds from grants
- ✓ Remain fully informed of the Club's financial performance & position at all times