



# Treasurer

## Position Description

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### Overview

The Treasurer is primarily responsible for ensuring the committee can manage the financial affairs of the club, for the protection of the club's cash and assets, and ensuring the collection of all revenues and payment of all financial obligations.

### Core Responsibilities

- Compliance with financial reporting obligations contained in the club rules and the Incorporated Associations legislation.
- Lodge required tax statements on behalf of the club.
- Prepare an annual club budget and cash flow projection for sign off by committee.
- Produce the club's financial reports for presentation to the members at the AGM.
- Implement strong financial controls to protect the cash and assets of the club.
- Control the club bank accounts, ensuring only those authorised are bank account signatories.
- Negotiate with banks for overdraft facilities and other loan facilities where required by the committee.
- Ensure that all financial transactions are recorded in the club's accounts.
- Ensure all approved expenditure is paid when due.
- Raise invoices for debtors as required and promptly deposit all monies received in the organisation's bank account.
- Prepare a finance report for review at each committee meeting.

### Additional Responsibilities

- Train, mentor and support an incoming Treasurer.

### Knowledge and Skills Required

- Knowledge of club rules, by laws, policies, procedures and the duties of all office holders.
- Informed of club activities across all portfolios.
- Understand the legal, financial and tax compliance obligations of running the Club.
- Financial accounting or bookkeeping experience preferred.
- Ability to keep concise financial records in the Club's accounting system.
- Computer skills in Microsoft Excel and Word.

### Personal Qualities

- Honest and trustworthy.
- An ability to keep good records.



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### Qualifications

- Preferred - Working With Children Check.

### Expected Time Requirement

Approximately 200 hours per annum.