



POSITION DESCRIPTION

Position Title:	Club Treasurer	Category:	Board of Management
Job Description			
<p>The Treasurer is responsible for managing all Club funds by preparing a financial budget, tracking, and reporting financial activities and establishing and monitoring internal control mechanisms and procedures.</p> <p>The Treasurer is a member of the Executive of the Committee and able to communicate with all Club office bearers and be aware of the financial status of the Club at all times.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Some background or expertise in financial management and/or book keeping• Well-developed communication skills• Organisational and accurate record keeping skills• Attention to detail• Computer literacy with experience developing/using spread sheets and financial package applications including MS Excel & MYOB• Ability to work in a logical manner• Good listener and ability to negotiate successfully with internal/external stakeholders			
Objectives			
<ul style="list-style-type: none">• To ensure that a financial management system and reporting system is put in place and operable so that the Club committee has an accurate, true, and correct understanding of the financial status of the club at all times• To provide support to the Executive and Committee members to ensure the efficient operation of the Club			
Responsibilities			
<ul style="list-style-type: none">• Keep the committee informed of all financial trends and any areas of concern• Issue invoices/Purchase Orders/Receipts and promptly deposit all monies received• Minimise cash payments and use cheque or online banking where possible• Keep up to date accurate records of income and expenditure• Ensure that adequate accounts and records exist regarding the Club's financial transactions• Be one of the cheque book signatories for the Club• Prepare budgets for the forthcoming year describing potential sources of income and expenditure• Prepare and present financial statements/breakdowns to the Club Committee meetings and AGM• Prepare and present financial statements to the Junior League when required• Invest/manage surplus funds with approval from the Committee			

Hills District JRLFC & TA Inc.

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- Prepare annual financial accounts for auditing and provide the auditor with information as required
- Prepare quarterly BAS returns and statements of accounts are filed as required by Incorporation
- Be aware of the Club's future plans and development initiatives
- Be available on game days to help coordinate and run the day as per roster

Additional Notes

Reviewed By:	Rick Palin	Date:	23 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	24/11/2016 12:00PM
Office Bearer:	Mark Mahoney	Term:	BOM 2016 Season
Signature:		Date:	