



Treasurer

Executive Committee Position

Reports to

Executive Committee/General Committee

Special Skills Required

- Financial background and awareness of accounting
- Understanding of GST and related practices
- Honesty
- Ability to keep accurate records
- Attention to detail & well organized
- Ability to work in a logical manner
- Diligent & Proactive attitude
- Experience with planning & facilitating
- Efficient money handling skills
- Daily access to Email – Computer literate

Duties

- Maintain up-to-date records of all income and expenditure
- Complete monthly reconciliations on bank accounts
- Ensure all money received is recorded and banked promptly
- Ensure payment of all (approved) expenses
- Prepare and distribute invoices/accounts for services rendered
- Maintain the club's cash flow and level of petty cash
- Prepare financial accounts for monthly presentation at General Committee Meetings, prepare financial statements for annual reporting & ensure reports are suitable for auditing
- Prepare BAS statements
- Manage payments for any paid employees and honorarium payments to volunteers
- Provide all financial accounts to our senior club – Beaconsfield Football Club
- Liaise with the Treasurer from the Senior club as required from time to time
- Delegate tasks to the Assistant Treasurer as required
- Ensure cash floats are available at all club events
- Ensure policies for the collection and handling of money from all revenue streams is in place and be vigilant in ensuring compliance
- Keep others informed of club finances & issues via executive/general committee meetings
- Work closely with other Executive members to manage/assist financial planning & accountability of social/fundraising events, sponsorships & donations etc
- Work closely with all others involved with club revenue to ensure accurate record keeping and accountability
- Ensure the sound management of the clubs funds & prepare budgets for all revenue streams
- Maintain a community/family focus and club culture
- Keep members informed by sending regular items for inclusion in the Newsletter / website