



## POSITION DESCRIPTION

### Treasurer

#### Committee Role

Decision making, overseeing and long term focus level of the committee.

#### Objectives

Works with the Assistant Treasurer to

- ensure that financial management and reporting requirements are in place and operating to provide the club committee with an accurate understanding of the financial status of the club at all times.
- support the committee to ensure the efficient operation of the club.
- ensure that the Club has appropriate insurances in place.

#### Responsibilities (together with the Assistant Treasurer)

- To collate budgets for areas of the club and present to executive committee for approval.
- To record all financial transactions of the club.
- To prepare the annual financial report of the club.
- To ensure all accounts are appropriately audited as / if required in accordance with the rules of the club.
- Ensure individual financial authority limits operate with the approved limits of the committee.
- Perform all general banking activities.
- Ensure all taxation commitments of the club are met.
- Negotiate insurance terms with the Club's insurance broker.
- Manage income and expenses in line with approved budget.
- Forecast financial positioning in line with expected income and expenses.
- Maintain club asset register.
- Issue invoices and arrange prompt collection of outstanding debts.
- Measure and report on budget performances from each stakeholder.

#### Relationships

- Reports to and liaises with the President and Committee
- Oversight of Grant Manager, Sponsorships Manager and ASF Coordinator
- Liaises with Committee and non-Committee members on funding initiatives.
- Liaise with and develop relationships with club suppliers and other key stakeholders.
- Liaise with club external auditor.

#### Accountability

- The treasurer is accountable to the President and the Committee.
- Provide a report on any aspect of portfolio operations to the committee as required.

#### Commitment

It is expected that the role will require 5 to 10 hours per week on average.

The Treasurer (together with the Assistant Treasurer) should have a good working knowledge of basic accounting principles, workflows and technology enablers.