



# Role Description- Treasurer

ROLE INFORMATION	
<b>Purpose</b>	The role of the Treasurer is to be responsible for the financial supervision and performance of the club. The Treasurer is required to manage the financial obligations of the club including the preparation of budgets, record and management of accounts and preparation of reports to inform decision-making and mitigate financial risk.
<b>Responsibilities</b>	<p>The primary responsibilities for the role of Treasurer include:</p> <ul style="list-style-type: none"> <li>• Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.</li> <li>• Maintain up to date records of all income and expenditure over the course of the year.</li> <li>• Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.</li> <li>• Prepare and distribute invoices/accounts for services rendered.</li> <li>• Provide a financial report at each committee meeting to support strategic planning and decision-making.</li> <li>• Submit tax returns and income tax payments for any paid employees as required.</li> <li>• Manage employee payrolls if required.</li> <li>• Report financial activities to the membership at the AGM.</li> <li>• Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).</li> <li>• Be fully informed about the financial position of the club at all times.</li> <li>• Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required.</li> <li>• Acquit funds received from government grants and submit the necessary financial statements where requested.</li> <li>• Prepare all necessary financial statements for inclusion in the annual report.</li> <li>• Work with the Secretary to keep accurate record of all membership payments.</li> </ul>
<b>People Management</b>	Nil unless supported by a Treasurer Officer or other appointed assisting member.
<b>Budget Management</b>	Yes
<ul style="list-style-type: none"> <li>• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.</li> <li>• The ordinary working hours for the club can include duty on weekends and evenings.</li> <li>• The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.</li> </ul>	

## EXPERIENCE AND CAPABILITIES

### Qualifications and Experience

- Previous experience in a treasury or leadership role in a not-for-profit, volunteer-based organisation is preferable.
- Previous experience with financial control and budgeting.
- Experience with fundraising.

### Knowledge and Skills

- Financial background and awareness of accounting procedures.
- Good communication skills, including written and oral.
- Honesty and trustworthiness.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books.
- Well-developed decision-making skills.
- Experience with planning and operations.