

**TREASURER**

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| **Last reviewed on:** | **Next review date:** |
| **Reviewed by:** | **Approved by:** |

**Reports to:** President and club members

**Purpose of the role**

The Treasurer is the chief financial management officer for the club. The Treasurer is responsible for the financial supervision of the club and will regularly report on the club’s financial status to both the committee and the club members.

**Qualifications & Desirable Characteristics:**

* Hold or willing to apply for a current volunteer “Working with Children Check”
* Financial accounting or bookkeeping experience
* Computer literate
* Effective communications skills
* Honest/Trustworthy
* Ability to maintain accurate financial records in the clubs accounting system

**Duties & Responsibilities**

* Adhere to the mission, vision, and values of the club
* Be fully informed about the club’s financial position at all times
* Prepare a budget and monitor it carefully
* Keep the club’s books up to date, including a record of all payments and monies received, including issuing receipts
* Provide Treasurer’s report at regular committee meetings
* Prepare regular reconciliation reports
* Ensure that information for an audit is prepared each year and produce an annual financial report
* Ensure all reporting obligations under the Associations Incorporations Act 2009 are met
* Ensure compliance with relevant legislation
* Send out accounts, pay bills, and manage petty cash
* Invoice relevant debtors, as appropriate (e.g. sponsorship, merchandise)
* Maintaining a list of club assets and liabilities
* Ensure all financial management requirements are done so following club policies and procedures
* Assist with management and update of relevant club financial policies and procedures

**Time Commitment:** 2 – 6 hours per week or as requested