

POSITION DESCRIPTION **TREASURER**

STATUS: This position holds a place on the

MANAGEMENT COMMITTEE

TERM: The terms of this position are as follows:

Time Frame:	Must be available for 2 years
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$500 p.a. and free t-shirt
Blue Card:	Must hold a valid Blue Card before taking up the role

OBJECTIVES OF THE POSITION:

- To support the Management Committee in maintaining high standards of financial record keeping, policy implementation and communication within the organisation.
- Provide effective financial management to ensure the future financial stability and growth
- Provide relevant financial information to members as requested to ensure members clearly understand the allocation of organisation's funds.
- Monitor income and expenditure to ensure all committees and individuals maintain budgetary restraints and the relevant processes.
- Provide financial reports in accordance with the constitution, government regulations and members.
- Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders.

FUNCTION OF THE POSITION:

- Maintain the financial records of the organisation.
- Ensure the appropriate financial management (budget/cash flow forecasts) are implemented.
- Manage the setting of financial management standards and risk reduction strategies /procedures

INTERACTION: The position will be expected to interact with:

- Governing bodies
- Members
- Stakeholders
- General public
- Management Committee
- External parties (e.g. corporate partners)
- Sub-committees
- Government agencies
- Staff

SKILLS REQUIRED:

- Standard of competency or ability to use financial packages such as Xero, or programs of a similar type
- Knowledge and/or experience in or demonstrated ability to learn financial management for a club of our size
- The ability to provide and present regular financial statements /reports
- Current or ability to gain a volunteer's Blue Card 'Working with Children Check'
- Enthusiasm and dedication.
- Good leadership skills.
- Clear thinker and positive attitude.

TASK SHEET

TASK	EXPECTED OUTCOME	WHEN
Ensure that all the responsibilities under the Association's Incorporation Act are discharged.	Receive all monies and immediately issue a receipt.	Always
	Deposit funds in the association's account within a reasonable time. Enter amounts and payments in the association's cash books.	Within 7 days
	Be the first signatory for electronic banking and for cheques.	Always
	Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).	Monthly
Manage and record the financial position.	Utilise the modern financial record systems such as Xero.	Always
	Manage the financial control/monitoring procedures.	Always
	Oversee the collection of revenue and expenditure including the collection of player registration fees within 7 days of registration.	Always
	Pay club accounts in a timely manner in accordance with agreed budget allocations when due. Arrange payment of reimbursements within 7 days of request. Arrange payments for volunteers at agreed intervals. Maintain accurate records of invoices/requests for payment and authorisation as required by auditor.	Always
Preparing of annual budget	Work with Management Committee and others as determined by the Management Committee to develop a yearly budget. Refer to the Assets Register and include asset replacement in considerations to determine the budget.	Prior to start of the season
	Develop a fee and reward structure in consultation with other members of the Management Committee.	Prior to start of the season
	Monitor expenditure against budget items and present proposals to rearrange budget allocations as required.	Monthly
	Develop a tool for recording and tracking cash in and out.	Always
Reports	Work with Management Committee and others as determined by the Management Committee to ensure financial reports are completed. Produce profit and loss statements/statement budget comparisons and cash forecasts. Provide the Management Committee with a regular evaluation of the position and the information contained within the reports. Provide reports at every Management Committee Meeting in a consistent format as agreed by the Management Committee. Present the latest bank account statements at every Management Committee Meeting. Be able to answer any questions asked about finances by the Management Committee or other club members. Highlight all minor and significant shifts within the financial status.	Monthly

TASK	EXPECTED OUTCOME	WHEN
Manage the audit process	Make recommendations regarding the engagement of the auditor, the extent of the auditor's role,	Yearly
	Be available during the audit process.	Yearly
	Arrange audit process at end of club financial year. Present Audit Report to the AGM. Assist Secretary with report to Office of Fair Trading following the AGM and the Audit Report.	Yearly
Policy and procedures	As a Management Committee member, be aware of the content of all policies and procedures. Oversee adherence to policies and procedures.	Always
Confidentiality	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Planning/risk reduction task	As a Management Committee member, manage the outcomes of the operational plan and risk reduction tasks.	Always
Volunteer Management	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Cash Management	Implement effective cash management procedures with regard to cash received at various points including Canteen and Merchandising	Always
Asset Management	Work in consultation with the Facilities Operations Manager and other Management Committee members to develop and maintain the Assets Register which is accurate at all times.	Monthly
	Review assets register regularly and highlight the need for asset replacement as the expiry of an asset approaches.	Monthly
Insurance	Provide advice to the Management Committee about insurance needs.	Always
Grant Acquittals	Monitor expenditure of grant funds.	Always
	In consultation with the Grants Officer prepare and submit grant acquittal documentation to meet expected deadlines.	Always
Oversight operation of Canteen and Merchandising	Oversee the holders of the Canteen Convenor and Merchandising Officer roles. Oversee stock control, purchase needs and cash management system with regard to canteen and merchandising. Oversee volunteers assisting with canteen and merchandising.	Always
AGM and Committee Meetings	For AGM contribute to the Management Committee Report presented at the meeting.	Always
	For Committee meetings provide a report on financial matters	
Client service	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
Attendance at Club Activities and Functions	Attend and participate where possible in club activities and functions including sign-on, WPC Academy, Eddie Gilbert Cup, major Social functions and the Presentation Function	Always