



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 2013

Title: Treasurer

Incumbent: Peter Kaspar

Description:

To manage and oversee the club finances and all issues relating or directly involved with the financial position of the club.

To ensure that the administration department is run in a professional manner which will ensure the club's immediate and long term 'off field' success.

Responsibilities:

- Provide Taxation advice
- Organise taxation strategies to ensure a strong future financial position.
- Prepare a budget and historical analysis of the club's finances.
- Create and distribute monthly reports on the 'off-field' performance of the club
- Create and distribute monthly reports on budget performance and upcoming expenditure
- Prepare and issue invoices and receipts to all players, members, sponsors and service providers.
- Ensure all invoices issued to the club are reconciled and paid
- Create and participate in creating forward planning strategies for the 'off field' development of the club.

Key Criteria:

- Ensure that all statutory requirements are up to date.
- Ensure that bank reconciliations are up to date.
- Ensure that all accounts are paid in a timely manner
- Ensure that all EFL financial issues are up to date
- Create a full financial analysis for the club's annual report that is presented at the AGM
- Ensure that 'BAS' returns and 'Annual statements – public officer' are accurate and timely.

Internal/External Relationships:

- All committee personnel
- Service providers
- EFL
- Statutory authorities

Signed:

Date: