

TREASURER

Job Description

Description

The Treasurer is the Club's Chief Financial Officer and a member of the Executive of the Committee. The Treasurer is responsible for discharging the stewardship function over all Club funds by preparing a financial budget, tracking and reporting financial activities and establishing and monitoring internal control mechanisms and procedures.

Special Skills Required

- Financial background and awareness of cash accounting procedures
- Honesty
- Ability to keep accurate records
- Attention to detail
- Ability to work in a logical manner

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club (including annual registration fees) for presentation at a Committee meeting during pre-season
- Develop, implement & monitor internal control measures that are both practical and protect the Club's financial assets (e.g., financial authority levels)
- Maintain up-to-date records of all income and expenditure and associated audit trails, e.g. receipts
- Promptly attend to all banking activities (including club signatories for bank account) and manage the banking relationship
- Act as the principal payer of accounts for purchases of goods and services by the Club
- Report monthly to the Club Committee on financial status and performance
- Ensure that information for an audit is prepared each year
- Report financial status & performance to the membership at the Annual General Meeting and respond to any questions raised by a member
- Undertake tasks at the request of the President, Executive or General Committee, e.g., team photos
- Assist other Committee members in their duties as required

Estimated Time Commitment Required

- Attend committee meetings – approx. 1-2 hours per month
- During Football season (Feb-Sep) – 2-4 hours per week