



PO Box 1476, Caboolture, QLD, 4510
Morayfield Community Hall, 298B Morayfield Rd, Caboolture QLD 4510
ABN: 83 407 274 645

Treasurer

The Treasurer is the key financial manager of Moreton Bay Basketball Inc. The Treasurer is responsible for overseeing the finances of the organization. The position reports directly to the Board of Directors.

1. Board Governance:

Works with the board in order to fulfill the organization mission.

Responsible for assisting the President to lead Moreton Bay Basketball Inc in a manner that supports and guides the organisation's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all financial information necessary for the Board to function properly and to make informed decisions.

2. Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization.

Responsible for accurately recording the financial transactions necessary to support Moreton Bay Basketball Inc mission.

Responsible for the fiscal integrity of Moreton Bay Basketball, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

3. Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of Moreton Bay Basketball 's programs that carry out the organization's mission.

Assist with strategic planning to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Assist with policy making and development of Bylaws to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Responsible for strategic financial planning to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Responsible for the enhancement of Moreton Bay Basketball's image by being active and visible in the association, community and by working closely with other professional, civic and private organizations.

4. Organisation Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

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Responsible for the hiring and retention of competent, qualified staff.

Responsible effective administration of Moreton Bay Basketball operations.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5. Actual Job Responsibilities:

Report to and work closely with the Board of Directors to seek their involvement in policy and financial decisions in matters affecting the future of the organization.

Supervise, collaborate with organisation staff.

Financial planning and implementation.

Responsibility for all incoming and outgoing finances of the Association.

Preparing an annual budget, in consultation with the other members of the board, projecting income and expenditure for the financial year of the Association.

Providing effective financial management to ensure the future financial stability and growth of the association including:

Receiving all monies, including membership subscriptions paid to the Association and issuing receipts in the name of the Association. Pay all monies received into the Association's account within 5 working days of receipt.

Ensure fees and charges are at a level to ensure the future of MBBI.

Ensuring payments and invoices are correctly authorised.

Authorise payments for authorised and processed invoices.

Coordinate venue booking at approved venues for all activities.

Paying all accounts presented by the Association in a timely manner.

Maintaining Fixed Asset Register.

Ensuring risk reduction strategies /procedures.

Maintaining an accurate record of all receipts and expenditure of the Association in appropriate file format and maintaining supplies of stationery.

Providing relevant financial information to members as requested, to ensure members clearly understand the allocation of organisations funds.

Preparing and presenting a written financial statement for each Committee Meeting

Preparing for presentation at the Annual General Meeting in accordance with the Act.

- A Treasurer's Report.
- Audited Financial Statements.
- Provided recommendations for fees for the coming year.
- Recommend an Auditor for the coming year.

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Presenting the Accounts of the Association to be audited as required by the Act.

Lodging financial statements with statutory bodies when and as required.

Ensuring written handover to the incoming treasurer

Other duties as assigned by the Board.

6. Professional Qualifications Desired

Transparent and high integrity.

Willingness or experience and skill in working with a Board of Directors.

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

Previous success in establishing relationships with individuals and organisations of influence including funders, partner agencies and volunteers.

Solid organizational abilities, including file keeping, recording, planning, delegating, program development and task facilitation.

Strong written and oral communication skills.

Strong work ethic with a high degree of energy.

Bookkeeping experience or the ability to understand and interpret financial records and

standards. Budgeting experience.