



Majura Football Club Position Description – Club Treasurer

JOB TITLE:

Treasurer (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Treasurer is a minimum of 2-3 hours per week. This may increase for a short period during the club finance reconciliation prior to an Annual General Meeting.

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

RESPONSIBILITIES:

- Prepare an annual budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure the club Committee does not exceed authority ceilings for financial expenditure without seeking appropriate Committee approvals.
- Attend to general banking activities when required.
- Provide financial control within the budget and cash flow in accordance with the objectives and purposes of the club.
- Report to the club Committee on a monthly basis and/or provide a financial report at monthly Committee meetings.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Associations Incorporation Act and Regulations.
- Organise collection of funds from various events for banking.
- Oversee and seek reports on all accounts held by the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Be one of several signatories on club bank accounts – at least two members are required to pay outstanding debt.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.



- Liaise with Capital Football regarding financial matters.
- Attend financial training session if or as required.

RELATIONSHIPS:

- Reports monthly to the President and club Committee.
- In consultation with the Vice President, oversee the employment of club paid positions.
- Liaise with all members of the club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and club Committee.
- The Treasurer shall seek ratification from the club Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the club Committee of all financial transactions.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound and accurate records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.
- Records Management.

DESIRABLE SKILLS:

- Financial accounting experience and/or knowledge.
- Negotiating and influencing skills.
- Computer skills in financial packages such as Quickbooks.

VOLUNTEER BENEFITS:

- Community club financial leadership role.
- Encourages a higher financial accounting skill set.
- Enhances accountancy, budget preparation and facilitation skills.
- Enhances skills in corporate financial reporting.