



Balgownie Junior Football Club

Job description for: TREASURER

OVERVIEW:

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 budget, in consultation with the committee, to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all Committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a fortnightly basis, showing evidence that money is being banked.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Pay referees and assistant referees.
- Make details of all accounts available to the club committee and members as provided in the Associations Incorporation Act 2009.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments, if any, 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 AGM.
- Be one of several signatories, with two officers always required to authorise payments (electronic or via cheque).
- Monitor sponsorship funds.
- Attend fortnightly club committee meetings.
- Liaise with FSC regarding financial payment system.
- Attend Football NSW / FSC financial training session as required.

RELATIONSHIPS:

- Reports to the President and Executive Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.
- Liaise with external auditor.

ACCOUNTABILITY:

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

COMMITMENT LEVEL:

The estimated time commitment required as the Treasurer is up to 2 hours per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Computer skills
- 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.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.