**Position Description: Treasurer**The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club’s cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club’s accounts and producing the club’s financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

**Responsible To:** *Insert role*

**Term Length:** *Insert year/s*

**Time Allocation:** *Insert approximation of hours per week*

**Responsibilities:**

**Financial Affairs**

* Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
* Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities
* Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
* Provide quarterly profit and loss reports and balance sheet to the committee each quarter (generally presented at each committee meeting)
* Provide a list of payments for the previous month to the committee each committee meeting
* Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

**Asset Management**

* Implementing financial management procedures which protect both the club’s funds and assets and the volunteers who handle them
* Control the club bank account(s), ensuring only those authorised are bank account signatories
* Ensure all approved expenditure is paid as soon as it is due
* Ensure all moneys due to the club are collected

**Financial Reporting**

* Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
* Share the financial report with members
* Undertake all legislatively required reporting and submissions

**Essential Skills and Requirements:**

* Holds a current Working with Children Check (WWCC)
* Well organised
* Ability to keep concise financial records in the clubs accounting system
* Ability to allocate regular time periods to maintain the financial records of the club
* Diligent with receipts and money
* Ability to work in a logical and orderly manner
* Honest and trustworthy
* Financial accounting or bookkeeping experience preferred
* Computer literate

**Last updated:** *Insert date*

**Updated by:** *Insert* *name*