



BARDON LATROBE FOOTBALL CLUB

POSITION DESCRIPTION - TREASURER

OBJECTIVE:

Bardon Latrobe Football Club is committed to meeting corporate governance requirements ensuring the club can remain financially sustainable and viable into the future.

The Treasurer is responsible for ensuring the Executive Committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers and staff 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 and the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

The Treasurer is an Executive Committee Role and reports to the Executive Committee.

RESPONSIBILITIES:

- Preparation and proposal of a club budget, including player fees, in August for the following year to the Executive Committee
- Maintain the club's accounting records – receipts/payments/payroll/taxation
- Oversee the Accountant, Auditor and Hawks FC staff/Committee as needed
- Provide a monthly cash flow update to the Executive Committee
- Maintain strong financial management procedures
- Maintain the club's bank accounts including access and limits
- Work with the Registrar (or other relevant person) to collect and refund club monies as required.
- Maintain coach and referee payment details and ensure all approved payments are made
- Manage all payments and receipts including payroll, ensuring all deadlines are met
- Review and present the Annual Financial Statements to the Executive Committee and at the AGM
- Maintain the financial integrity of the club at all times
- Ensure all legislative requirements are met
- Ensure Club Treasury Processes and Procedures are kept up to date



RELATIONSHIPS:

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

ACCOUNTABILITY:

- The Treasurer is accountable to the President and Executive Committee.
- The Treasurer shall seek ratification from the Executive 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 monthly report to the Executive Committee of all financial transactions.

ESSENTIAL SKILLS:

- Honest and trustworthy.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Willing to learn and use club software (Xero, Square and Majestri).
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.

DESIRABLE SKILLS:

- Financial accounting and/or Bookkeeping experience.
- Negotiating skills.

END OF TERM HANDOVER:

- Review and revise this position description as required to ensure it is an accurate reflection of the role.
- Train, mentor and support the incoming treasurer.