

<b>Job Title:</b>	<b>Treasurer</b>
<b>Reports to:</b>	President
<b>Date of Effect:</b>	1 February 2020

<b>Mission</b>	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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<b>Primary Job Purpose</b>	Responsible for maintaining an overview of the club finances ensuring viability.
<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Store electronic information in a safe environment</li> <li>• Use a recognizable accounting program or excel             <ul style="list-style-type: none"> <li>○ It is important to be able to present electronically generated reports</li> </ul> </li> <li>• Present reports, accounts and financial statements to Committee             <ul style="list-style-type: none"> <li>○ Advise on Club bank account reserves</li> <li>○ This needs to occur each time there is a committee meeting</li> </ul> </li> <li>• Keep up to date records as well as audit trail for all transactions             <ul style="list-style-type: none"> <li>○ Prepare financial information post August 31 each year</li> </ul> </li> <li>• Check compliance with relevant legislation</li> <li>• Implement any recommendations of auditors</li> <li>• Ensure banking account operated in accordance with Club rules and regulations</li> <li>• Initiate cheques: these are to be co-signed by another appropriate club person</li> <li>• Internet banking: to be co-approved by another appropriate club person</li> <li>• Deposit cheques, cash, pay bills/invoices</li> <li>• Present accounts at AGM</li> <li>• Advise on fundraising as required</li> <li>• Track income and expenditure throughout the year</li> <li>• Work with registrars – determine income: fees, uniforms</li> <li>• Organise refunds where appropriate</li> <li>• Pay for events on behalf of the club             <ul style="list-style-type: none"> <li>○ Club day</li> <li>○ Club meetings</li> </ul> </li> <li>• Prepare a budget for club events</li> </ul>
<b>Budget Management</b>	All budget management. Bank Signatory

**JOB HOLDER CAPABILITIES**

<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Financial background/skills beneficial for this role.</li> <li>• Organisation/Co-ordination Skills</li> </ul>
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WAHROONGA  
NETBALL

- Verbal and Witten Communication

