

Treasurer

Reports to: President

Purpose:

The Club Treasurer is responsible for overseeing the financial health and accountability of the Club. This role ensures the Club's funds are managed transparently, budgets are well-planned, and financial reporting meets the highest standards. You will support the Executive and General Committees to make informed financial decisions and maintain the long-term sustainability of the Club.

Key Responsibilities:

- Prepare the annual budget in consultation with the Executive.
- Monitor income and expenditure across all Club areas and ensure spending remains within approved limits.
- Process and oversee all banking transactions, ensuring timely deposits and payments. Maintain clear and accurate records of all income, expenses, and audit trails.
- Present a monthly financial report to the General Committee, including budget performance and cash flow updates.
- Prioritise and schedule the payment of accounts and present all invoices for approval before payment.
- Ensure all sections of the Club report on any independent or event-based accounts held.
- Oversee the management of any overdraft facility, investment of surplus funds (with Committee approval).
- Ensure all taxation and reporting requirements are met.
- Coordinate and manage the annual financial audit process.
- Provide a comprehensive financial report at the Annual General Meeting (AGM).
- Assist other Committee members and contribute to broader Club operations when required.
- Undertake tasks at the request of the President or Committee.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Financial literacy and experience with budgets, bookkeeping, or accounting (formal qualifications are helpful but not essential).
- High level of integrity and attention to detail.
- Familiarity with basic financial software or willingness to learn (e.g., MYOB, Xero).
- Strong organisational and time management skills.
- Ability to interpret financial data and explain key insights to others clearly.
- Understanding of financial regulations, reporting, and Club governance (or willingness to be trained).