New Lambton Football Club Juniors
Position Description – Assistant Treasurer

JOB TITLE:

Assistant Treasurer

OBJECTIVE:

To support the Treasurer in ensuring 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:

- Act in the Treasurer's position when the Treasurer is unavailable or requires assistance.
- Support the Treasurer in ensuring all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities, including pick-up and drop-off of Canteen float, etc.
- Maintain accurate records of income and expenditure.
- Organise collection of funds from various events for banking.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.
- Liaise with governing body regarding financial payment system.
- Reconcile transactions in accounting software system (currently Xero).
- Send invoices from accounting software system (currently Xero).
- Attend governing body financial training session/s as required.

RELATIONSHIPS:

- Reports to the Treasurer and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Assistant Treasurer is accountable to the Treasurer and General Committee.
- A close relationship is required with the Treasurer.
- The Assistant Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The estimated time commitment required as the Assistant Treasurer is up to 2 hours per week.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Ability to act in the Treasurer's position when the Treasurer is unavailable.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to provide sufficient support to the role.
- 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.
- Computer skills.