New Lambton Football Club Juniors
Position Description – Treasurer

JOB TITLE:

Treasurer

OBJECTIVE:

To ensure 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:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Attend monthly club committee meetings.
- Liaise with governing body regarding financial payment system.
- Attend governing body financial training session/s as required.

RELATIONSHIPS:

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

NEW LAMBTON
FOOTBALL CLUB

ACCOUNTABILITY:

- The Treasurer is accountable to the President and General Committee.
- The 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 Treasurer shall provide a monthly report to the General Committee of all financial transactions.
- The estimated time commitment required as the Treasurer is up to 2 hours per week.

ESSENTIAL SKILLS:

- 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.