

Position Description: Treasurer

Treasurer

The Treasurer is the Chief Financial Officer who is responsible for all day-to-day expenditure including financial record keeping, planning, budgeting, monitoring, and reporting on the clubs financial position.

Ideal candidate is:

- Good at reporting
- Well organised
- Background in finance
- Attention to detail
- Honest and trustworthy

What they do

- Prepare and execute an annual budget.
- Monitor annual budget.
- Be signatory for the club's bank account.
- Receive all membership fees.
- Manage the cash flow and maintain records.
- Provide a report at each committee meeting and annual report at AGM.
- Arrange annual financial audit as per Office of Fair Trading requirements.
- Maintain accurate and up-to-date financial accounts and records.
- Present funding and investment recommendations to management committee.
- Ensure that information for the annual audit is prepared each year.

Desirable Skills

- Experience in basic bookkeeping.
- Willingness to undertake further training if required.
- Good working knowledge of the tasks of treasurer and to manage the Constitution requirements for this position.
- Ability to keep accurate records.

Time Required

<insert hours> per week from <insert month> to <insert month>

