**<Insert Name of Club>**

**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.
* Attend to general banking activities.
* 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.
* Organise collection of funds from various events for banking.
* 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.
* Monitor sponsorship funds.
* Attend monthly club committee meetings.
* Liaise with governing body regarding financial payment system.
* Attend governing body financial training session 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.

**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 maintain the books.
* 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.