

Treasurer Position Description

Purpose

The role of the Treasurer is to be responsible for the financial supervision of the club. The treasurer reports on the financial status of the club to the committee on a regular basis and provides a summary of the club's financial status in the annual report at the clubs AGM.

Responsibilities

- Provides advice to the committee in the management of the club's finances.
- Lead the annual budget process and provide an annual budget to the committee for approval.
- Keep records of assets, liabilities, profit and loss of the club.
- Keep necessary books of accounts to be produced if required.
- Receiving all moneys payable and issue receipts if required.
- Paying accounts passed and other accounts as necessary.
- Arranging and dispatching invoices as required.
- Submitting a written financial summary within the annual report for at the club's AGM.
- Paying the Club Affiliation fee to AusCycling by the due date.
- Keep accurate records of fees paid through AusCycling to the club. E.g. memberships, event entry.
- Being a signatory on club accounts.
- Support any required auditory procedures.
- Prepare regular banking reconciliations.

Skills

- Strong organisational skills.
- Maintain accurate records.
- Strong communication skills.
- Attention to detail.
- Honest and trustworthy.
- Background or experience in finance is helpful but not necessary.

Pre-Requisites

- Current First Aid Certificate
- Current Working With Children's Check