

## **Forrestfield United Soccer 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:**

- Member of the Executive Committee.
- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Responsible for all financial matters of the club, ensuring total control over club funds.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Oversea general banking activities, in relation to Bar, Canteen, referee fees, Uniforms, Registrations, fundraising and social events.
- Maintain accurate records of income and expenditure, in myob accounting system.
- Report to the Executive 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.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited, as per the club constitution.
- 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 bank account.
- Monitor sponsorship funds.
- Attend monthly executive committee meetings.
- Liaise with Football West regarding financial payment system.
- Attend Football West financial training session if required.

### **RELATIONSHIPS:**

- Reports to the President and Executive 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 Executive Committee.
- The Treasurer shall seek ratification from the Executive 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 Executive Committee of all financial transactions, including P&L and Balance Sheet accounts.

The estimated time commitment required as the Treasurer is up to 6 hours per week.

**ESSENTIAL SKILLS:**

- Enthusiastic and well organised.
- Certificate IV in Bookkeeping or appropriate level of experience.
- Working knowledge of MYOB.
- Dedicated club person.
- Honest and trustworthy.

**DESIRABLE SKILLS:**

- Financial accounting experience.
- Negotiating skills.
- Computer skills.