



Position Description – Treasurer

Last updated October 2021

Job Title: Treasurer

Reports To: Executive Committee

Key Skills & Abilities:

- Well-developed financial management and bookkeeping skills.
- Excellent organisation skills.
- Well-developed communication skills.
- Ability to delegate tasks if required.
- Ability to liaise with external parties.
- Computer literate with good Report-writing skills.
- Knowledge of financial management packages e.g. Myob or accounting package currently in use.

Responsibilities & Duties:

- Ensure any amounts payable to the club are collected and receipts issued for those amounts in the club's name.
- Identify budgets as required and monitor ensuring the budget is adhered to by the committee.
- Liaise with Banking entities as required for the needs of the Treasurer role and those of the committee.
- Maintain the integrity, security, and sustainability of the financial management package.
- Oversee or undertake financial transactions of the club.
- Work closely with the President in the determination and management and tiers of sponsorship.
- Review and pay regular invoice payments.
- Ensure accurate financial statements/reports are presented at meetings.
- Ensure compliance with relevant laws and legislation.
- Establish and/or abide by sound financial management policies, procedures, and reporting processes.
- Present funding and or investment opportunities to the committee.
- Oversee grant administration.
- Attend external representation on Netball NSW affiliated and other identified committees as required.

Time Required: Up to 20 hours per week

Other Requirements of the Role

- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check
- ☐ Other Training As Identified