



Position	Treasurer
Accountable to	Ballina Netball Association Committee
Elected by	Members at the AGM
Term	One year elected term
Time commitment	Approx. 10 hours per week - variable throughout year
Remuneration	Volunteer position

Purpose & strategic contribution: The Treasurer provides financial leadership and oversight for Ballina Netball Association, ensuring the Association's finances are accurately managed, appropriately controlled and transparently reported.

The Treasurer supports informed decision-making by providing the Committee with accurate financial information, advice and budgeting, while ensuring BNA meets its financial, reporting and regulatory obligations.

Key responsibilities:

Financial Management & Controls

- Maintain accurate and complete financial records for the Association.
- Oversee the receipt, recording and banking of Association income.
- Review and process approved invoices, reimbursements and other payments.
- Complete regular bank reconciliations.
- Maintain appropriate financial controls and processes.
- Maintain the integrity and security of BNA's financial management and banking systems.
- Manage petty cash, floats and other Association funds where applicable.
- Maintain appropriate records of BNA's assets and liabilities.
- Act as an authorised signatory in accordance with BNA's approved financial authorities.

Budgeting & Financial Planning

- Lead preparation of the Association's annual budget in consultation with the President, Committee and relevant portfolio Coordinators.
- Present the proposed annual budget to the Committee for approval.
- Monitor income and expenditure against approved budgets throughout the year.
- Provide financial advice to the Committee when considering programs, events, purchases and other commitments.
- Identify emerging financial risks or significant budget variances.
- Support long-term financial planning and sustainability.

Financial Reporting

- Provide accurate and timely financial reports to Committee meetings.
- Clearly report the Association's financial position, income, expenditure and significant variances.
- Prepare annual financial statements and financial information required for the AGM and Annual Report.
- Support required audit, review or financial verification processes.
- Provide financial information required for regulatory or affiliation reporting.

Compliance & Governance

- Ensure financial activities comply with relevant legislation, BNA policies and approved financial procedures.
- Support the development and review of financial management policies, controls and procedures.
- Maintain appropriate financial records in accordance with record-keeping requirements.
- Coordinate financial information required for insurance and ensure relevant Association insurance requirements are addressed with the Executive Committee.
- Ensure required financial commitments, affiliation fees and statutory payments are completed by relevant deadlines.

Grants, Funding & Partnerships

- Identify and present appropriate grant or funding opportunities to the Committee.
- Oversee the financial administration and acquittal requirements of approved grants.
- Support the President and relevant Committee members in assessing the financial implications of sponsorship and partnership arrangements.
- Maintain appropriate financial records relating to sponsorship, grants and other external funding.

Key relationships:

Internal

- President
- Vice President
- Secretary
- Committee Members
- Operations Coordinator
- Canteen Coordinator
- Representative Coordinator
- Member Clubs

External

- Financial institutions
- Accountant/auditor or financial reviewer
- Netball NSW
- Insurers
- Suppliers and service providers
- Funding and grant bodies
- Sponsors and partners where appropriate

Knowledge, skills and attributes:

- Sound financial management and bookkeeping skills.
- Experience with accounting or financial management systems.
- Strong organisation and attention to detail.
- Ability to prepare and interpret budgets and financial reports.
- Effective written and verbal communication.
- Sound understanding of financial controls and governance.
- Ability to explain financial information clearly to non-financial Committee members.
- Strong digital and record-management skills.
- Ability to manage deadlines and competing priorities.
- High level of integrity, confidentiality and discretion.
- Honest, reliable and accountable.

Annual responsibilities:

General business

- Maintain accurate financial and accounting records.
- Process approved payments and record income.
- Complete regular bank reconciliations.
- Provide financial reports at Committee meetings.
- Monitor performance against approved budgets.
- Maintain financial controls, banking authorities and records.
- Provide financial advice to the Committee as required.
- Administer approved grants and funding arrangements.

Preseason (Winter Competition)

- Lead preparation and approval of the annual budget.
- Work with Coordinators to establish appropriate portfolio and program budgets.
- Confirm financial processes, payment arrangements and relevant controls for the upcoming season.
- Support establishment of approved competition and program fees.
- Ensure appropriate floats, payment facilities and financial systems are ready for competition.
- Review relevant insurance and financial obligations.

Representative Program

- Work with the Representative Coordinator to establish and monitor the approved representative program budget.
- Monitor representative fees, payments and expenditure.
- Process approved travel, accommodation, carnival and program expenses.
- Provide regular reporting on representative program financial performance.
- Support financial administration of fundraising, sponsorship or grants relating to the representative program.

Winter Competition Season

- Monitor competition income and expenditure.
- Monitor registration and other payments in liaison with Operations.
- Manage supplier invoices, reimbursements and approved expenditure.
- Monitor canteen financial performance in liaison with the Canteen Coordinator.
- Provide regular financial reporting and identify significant budget variances.
- Maintain accurate records of umpire payments and other competition expenditure using information supplied by Operations.

Post Season & Annual General Meeting

- Finalise annual accounts and reconcile outstanding transactions.
- Coordinate required financial review or audit processes.
- Prepare annual financial statements and AGM financial reporting.
- Review annual financial performance against budget.
- Identify recommendations for the following year's budget and financial planning.
- Ensure financial records are appropriately archived and ready for handover where required.

Authority:

The Treasurer is authorised to administer BNA's finances within approved budgets, policies, financial delegations and Committee resolutions.

The Treasurer may process authorised payments and undertake routine financial administration but does not independently approve expenditure outside established delegations or make significant financial commitments on behalf of BNA without the required approval.

Measures of success:

- Financial records are accurate, complete and current.
 - Committee members receive clear and timely financial reporting.
 - Budgets are established, monitored and appropriately managed.
 - Payments and financial obligations are completed within required timeframes.
 - Appropriate financial controls are maintained.
 - Financial risks and significant variances are identified early.
 - Annual financial reporting, audit/review and regulatory requirements are completed on time.
 - BNA maintains a sustainable financial position and can make informed financial decisions.
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Mandatory requirements:

- Current NSW Working with Children Check, where required.
- Completion of BNA induction requirements.
- Compliance with BNA and Netball NSW policies, codes of conduct and safeguarding requirements.