



## Position Description

### Treasurer

<b>Job Purpose</b>	The role of the Treasurer is to be responsible for the financial supervision and performance of the Club. The Treasurer is required to regularly report on the club's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.
<b>Appointment</b>	1 year term. Elected at the Annual General Meeting.
<b>Job Responsibilities</b>	<p>The primary responsibilities for the role of Treasurer are:</p> <ul style="list-style-type: none"> <li>• Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.</li> <li>• Make recommendation as per budget for annual fees incorporating the fees charged by PNA.</li> <li>• Maintain up to date records of all income and expenditure over the course of the year.</li> <li>• Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.</li> <li>• Prepare and distribute invoices/accounts for services rendered.</li> <li>• By Tuesday of each week pay umpires by direct deposit.</li> <li>• Provide a financial report at each committee meeting to support strategic planning and decision-making.</li> <li>• Report financial activities to the membership at the AGM.</li> <li>• Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).</li> <li>• Acquit funds received from government grants and submit the necessary financial statements where requested.</li> <li>• Prepare all necessary financial statements for inclusion in the annual report.</li> <li>• Work with the Secretary to keep accurate record of all membership payments.</li> </ul>
<ul style="list-style-type: none"> <li>• The position is required to undertake: <ul style="list-style-type: none"> <li>• 1. <a href="#">Netball Australia Safeguarding Children and Young People</a> - - 30 minute online learning</li> <li>• 2. <a href="#">First Aid for Sport</a> – a short 15-minute online overview (unless you already hold a first aid training – please send a copy of current certificate)</li> </ul> </li> <li>• The successful candidate for this role may also be subject to a National Police Criminal History Check prior to appointment.</li> <li>• Must review and comply with all Dynamites Policies <a href="https://dynamitesnetballclub.com.au/policies/">https://dynamitesnetballclub.com.au/policies/</a></li> </ul>	

JOB HOLDER CAPABILITIES	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience with financial control and budgeting</li> <li>• Experience in the use of accounting software packages (eg MYOB)</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Financial background and awareness of accounting procedures.</li> <li>• Good communication skills, including written and oral.</li> <li>• Honesty and trustworthiness.</li> <li>• Ability to keep accurate records.</li> <li>• Strong attention to detail.</li> </ul>





	<ul style="list-style-type: none"><li>• Ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books.</li></ul>
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