



<b>JOB TITLE:</b>	TREASURER	<b>JOB CATEGORY:</b>	VOLUNTEER
<b>REPORTS TO:</b>	Executive and General Committee members		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	Click here to enter text.		
<b>APPLICATION TYPE:</b>	Nominate to AGM for Vote		

**JOB DESCRIPTION:**

**OBJECTIVE**

- Provides management of the Club and its financial dealings

**RESPONSIBILITIES**

- Prepare and monitor annual budget
- Be fully aware of the financial position of the Club always and notify the Committee of all financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at all committee meetings
- Monitor money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
- Ensure the Annual business returns and Business Activity Statements (including GST) are files as required by state and / or Federal legislation
- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required
- Ensure funds received from government and/or council grants are acquitted and submit necessary financial statements
- Determine annual registration fees for players and non-playing members

**KNOWLEDGE/SKILLS**

- Ability to allocate time to ensure records and books are maintained
- Aware of information which is needed to be kept for annual audit
- Able to keep good records and manage financial records electronically

**PERSONAL ATTRIBUTES**

- Well organised and able to work in a logical orderly manner
- Ethical, honest, and trustworthy and dedicated to the Club
- Confident in leading strategic direction, maintaining a focus on the ‘big picture’

**OTHER**

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland



<b>NOTES:</b>	For further information regarding this position please contact <a href="mailto:rochedalroversnc@gmail.com">rochedalroversnc@gmail.com</a>		
<b>REVIEWED BY:</b>	Sanet Tracy	<b>DATE:</b>	October 2, 2023
<b>APPROVED BY:</b>	Sanet Tracy	<b>DATE:</b>	October 2, 2023
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