



VULTURES POSITION DESCRIPTION

POSITION TITLE:	Treasurer
REPORTS TO:	President
DIRECT REPORTS:	Grants Manager and Retail Managers
DEPARTMENT:	Finance

POSITION PURPOSE:

The Treasurer is responsible for the financial management and performance of the club. The Treasurer is required to manage the financial obligations of the club including the preparation of budgets, record and management of accounts, grants, preparation of reports and cashflow management.

KEY RESPONSIBILITIES:

The duties of the Treasurer may include but are not limited to:

- Coordinate the preparation of the annual budget for the upcoming year with key stakeholders and then present to the committee for approval
- Maintain accurate and up to date financial records, including accounts, payments and receipts
- Manage the club's cashflow including issuing of receipts, depositing all monies received in the club's bank account and approving payments promptly
- Prepare and present monthly financial reports to the committee
- Prepare information for annual audit and arrange the audit with the club's auditor
- Prepare and present Treasurers Report at Annual General Meeting
- Submit BAS returns on quarterly basis
- Ensure compliance with relevant laws and legislation
- Establish and maintain financial management policies and procedures
- Advise the committee on financial strategy, planning and management
- Act as a signatory on the club's bank accounts
- Generate and record Senior Playing Group Contracts including schedule of player match payments and AFLQ reporting requirements
- Reconcile player insurance payments and claims
- Financial strategies to grow cash reserves to ensure financial sustainability
- Support and provide guidance to Can Bar, Canteen and Merchandise Managers and their volunteers
- Support and provide guidance to the Grants Department including the tracking of Grants received and spending of funds to meet acquittal timelines
- Ensure integrity and security of club financial management systems
- Understand and conduct club business in line with Constitution
- Undertake other tasks as directed by President
- Assist other Board members as required

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End of year hand over

Review

An important role is to review the financial strategies from the season and make recommendations or changes to the Board for next season.

Updating key documents

At the end of each year the Treasurer will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of the outgoing Treasurer is to train, mentor and support the incoming Treasurer.

ESSENTIAL SKILLS & REQUIREMENTS:

- Hold, or ability to obtain, a current volunteer 'working with children' check (Blue Card)
- Basic understanding of financial management and financial systems
- Strong analytical and spreadsheeting skills
- Attention to detail and ability to keep accurate records
- Well organised and ability to prioritise workload to ensure weekly/monthly requirements are met
- Understand league requirements
- Developed decision-making skills
- Effective and respectful communication (both oral and written)
- Understanding or willing to learn existing policies (i.e. Codes of Conduct, Privacy Policy, and Taking Images Policy)
- Ability to maintain confidentiality on all matters

KEY RELATIONSHIPS:

- All Board Members
- Retail Managers and Volunteers (Can Bar, Canteen, and Merchandise)
- Grants Department
- Senior Football Department
- QAFL Competition Manager
- Physio Contractor
- Insurer
- Coaches, players, and support staff
- Auditor

The estimated time commitment required as a Treasurer is approximately 7 hours per week during off season and 16+ hours per week during all other periods.