



TREASURER

MT GRAVATT AFC



An executive role on the Board of Mt Gravatt AFC will be responsible to:

- Provide support and guidance to the committee to ensure financial accountability of the club;
- Maintain a management and reporting system that enables the committee to understand the financial status of the club all times.
- Ensure proper accounting records are kept which record all income and expenditure;
- Organise an audited Annual Financial Report on the club's activities and present to the membership at the Annual General Meeting;
- Prepare and oversee the club's annual budget in conjunction with Board members and departments;
- Attend to banking activities, issuing of invoices and receipts, and payment of invoices and players in a timely manner;
- Provide a monthly report of the club's financial activities and status to the committee;
- Ensure all taxation commitments are met by the organisation;
- Maintain and complete salary cap reporting requirement in conjunction with Senior Men's Football Director and Director of Coaching;
- Be familiar with the rules of the organisation and governing bodies;
- Undertake relevant tasks at the request of the president, executive or general committee; and,
- Be accountable to members to ensure the best interests of the club guides all actions.



Key relationships

- Board members, club members, grant providers, sponsors, tenants and advertisers at Dittmer Park;
- Land owner (Brisbane City Council) and lease holder (Southside Community Group);
- Accountant/auditor;
- Stock and equipment suppliers; and
- AFLO.

The ideal candidate will have:

- Experience in account management and/or book keeping (MYOB);
- Understanding of the financial environment of community run organisations;
- Good computer skills and attention to detail;
- Knowledge and experience of community organisations and the local AFL environment is desirable;
- Ability to commit the time required for meeting attendance, management of accounts and preparation of monthly report (approx 4-6 hours p/week in season, 1-2 hours p/week off season; and
- Commitment to attend match days, functions and events, throughout the year when required.