

## Treasurer Position Summary

<b>Position:</b>	Treasurer
<b>Remuneration:</b>	This is a volunteer position. Reimbursement policies apply where appropriate.
<b>Hours:</b>	
<b>Start Date:</b>	
<b>Term:</b>	

### Purpose

The role of the Treasurer is to be responsible for the financial supervision of the organisation in order to allow the committee to provide good governance. The Treasurer is responsible for reporting on financial status of the organisation to the committee on a regular basis and the members in the annual report and at the AGM.

### Responsibilities

- Provide advice to the committee in their management of the organisation's finances
- Lead the annual budget process and provide an annual budget to the committee for approval
- Keeping a record of all assets, liabilities and properties of the organisation and ensuring Netball NSW property insurance has sufficient cover for the organisation
- Keeping necessary books of accounts and produce them at the request of council or individual members
- Receiving all monies payable to the organisation and issuing receipts
- Banking all monies within 7 days of receipt
- Paying accounts passed and other accounts as necessary and having these ratified at the necessary meeting
- Arranging and dispatching invoices for payment in required
- Submitting a written financial summary within the annual report each year and completing paperwork to maintain incorporation
- Paying the annual Netball NSW fees by the due date
- Being a signatory on organisation accounts
- Keep accurate records of membership payments
- Support any required auditory procedures
- Prepare regular bank account reconciliations
- Be responsible for managing petty cash and preparing budgets
- Ensure any surpluses are invested wisely after approval by the committee
- Ensure all taxation commitments are completed by the organisation
- Use PlayHQ to set up online registrations for player memberships in conjunction with the registrar

### Skills Required

- Good organisational and communication skills
- Financial management/accounting experience

- Maintain accurate records and has good attention to detail
- Honest and trustworthy
- Good computer skills

#### **Pre-Requisites**

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- First Aid Certificate
- Must be able to provide evidence of a valid and current NSW Working With Children Check