



## **Board Position Description:**

<b>Position Title</b>	<b>Treasurer</b>
<b>PD Review Date</b>	<b>28/02/2024</b>

### **Position Purpose**

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

### **Key Requirements**

#### **Empowering the committee to manage the financial affairs of the club:**

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee.
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner.
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting.
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting.

#### **Protect the club's assets, cash and the volunteers who manage them:**

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them.
- Control the club bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments.



- Ensure all approved expenditure is paid as when it falls due.
- Ensure all moneys due to the club are collected.

**Financial reporting:**

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions.

**Selection Criteria**

- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs accounting system (Xero).
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills. (Experience with Xero highly regarded)
- Leadership and Management
- Excellent written and verbal communication skills
- Analytical Thinking and Problem Solving
- Business Acumen
- Stakeholder Engagement

**MBA Mission and Purpose Mission Statement**

Empowering our community through a safe, motivating and inclusive environment that enhances health and social wellbeing

**Quality Statement**

Our vision is to be the association of choice in Melbourne's West, by encouraging diverse and accessible programs and services. The MBA will provide clear pathways and equal opportunity to all members from club level to elite high performance. This will be inclusive of players, coaches, and officials of all abilities.

**Values**

**Leadership**

We will provide honest, visionary, and accountable governance and direction

**Professionalism**

We will provide high standards of behaviour and performance in all areas of operation

**Respect**



We will value all views, internal and external and be accountable and responsible

**Engagement**

We will actively engage with our members, stakeholders, and the broader community with integrity and transparency

**Growth**

We will encourage diverse and accessible programs and services for current and new members

**Position Description Acceptance**

I have read, understood and accept the purpose, responsibilities and tasks, and requirements of my position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_