**JOB TITLE:**

Treasurer/Finance Officer

**OBJECTIVE:**

The Treasurer/Finance Officer is responsible for the financial matters of the club/Associaiton. They are responsible for formulating and monitoring of budgets, collecting and receipting of all monies and overseeing the financial direction of the club/Association.

**RESPONSIBILITIES:**

* Prepare club budgets in conjunction with the President/Chairperson.
* Monitor all club budgets.
* Ensure all participants/clubs are provided with registration costs at the time of trials or prior to their registration.
* Receive and receipt all payments received.
* Record and bank all received monies.
* Ensure all financial records are kept up to date.
* Pay invoices as received.
* Send out invoices and statements.
* Follow up outstanding accounts.
* Make sure financial reports are maintained and accurate reports are provided at all committee meetings.
* Arrange audit of the clubs/association books in preparation for the Annual Financial Report.
* The Treasurer/Finance Officer may chair a Fundraising Committee.
* The Treasurer/Finance Officer may chair the Finance Committee.
* The Treasurer/Finance Office may assist with the preparation of grant applications.

**RELATIONSHIPS:**

* The Treasurer/Finance Officer reports to the President.
* Liaises with FFSA Finance Department
* Will have a close working relationship with Club Committee and Members.

**ACCOUNTABILITY:**

* The Treasurer is accountable to the President, Club Members.

**ESSENTIAL SKILLS:**

* Experience and knowledge in working with budgets and financial records.
* Effective organisational skills, time management skills and ability to work to deadlines.
* Able to work in a logical orderly manner.
* Has a strong understanding of incorporation requirements including annual auditing.
* Can communicate effectively.
* Well developed written and oral communication skills.
* Demonstrated experience in using Microsoft Office applications.

**Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is

\_\_\_\_\_\_\_\_\_\_ hours per week.

The Treasurer is appointed for a period.