

Job Title: Treasurer

Reports To: Executive Committee

Special Skills Required:

- Financial background and awareness of accounting procedures
- Understanding of GST and related practices
- Honesty
- Ability to keep accurate records
- Attention to detail
- Ability to work in a logical manner

Duties:

- Maintain up to date records of all income and expenditure and prepare monthly income and expenditure reports and monthly bank reconciliations to be presented to committee meetings
- Ensure all money received is recorded, banked promptly and receipts issued where required
- Prepare and distribute invoices for services rendered
- Maintain the clubs cash flow and level of petty cash
- Manage payments of invoices and monies owed and ensure suppliers issue valid invoices
- Prepare all necessary financial statements for the annual report
- Invest surplus funds in an appropriate manner
- Ensure compliance with clubs Financial Management Policy.