



<b>JOB TITLE:</b>	<b>TREASURER</b>	<b>JOB CATEGORY:</b>	<b>VOLUNTEER</b>
<b>REPORTS TO:</b>	Executive and General Committee members		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	5 + hours per week		
<b>APPLICATION TYPE:</b>	Nominate to AGM for Vote		

#### **JOB DESCRIPTION:**

The Treasurer is responsible for managing the club's financial operations and ensuring accurate record-keeping. Key duties include preparing and monitoring budgets, maintaining financial statements, overseeing income and expenditure, and ensuring compliance with relevant regulations. The Treasurer also handles banking, processes payments, and provides regular financial reports to the committee to support informed decision-making. This role is critical in safeguarding the club's financial health and promoting transparency.

#### **OBJECTIVE**

- Provides management of the Club and its financial dealings

#### **RESPONSIBILITIES**

- Prepare and monitor annual budget
- Be fully aware of the financial position of the Club always and notify the Committee of all financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at all committee meetings
- Monitor money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
- Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by state and / or Federal legislation
- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required
- Ensure funds received from government and/or council grants are acquitted and submit necessary financial statements
- In conjunction with the SLNC Committee, determine annual registration fees for players and non-playing members
- Attend committee meetings and provide treasure's report, including but not limited to P&L report
- Ensure any umpire payments are paid within a timely manner and within the policy and procedures of the club (working with the umpire coordinator)
- Working with the club registrar to manage registration payments and Fair Play Vouchers

#### **KNOWLEDGE/SKILLS**

- Accounting and finance experience
- Ability to allocate time to ensure records and books are maintained
- Aware of information which is needed to be kept for annual audit
- Able to keep good records and manage financial records electronically
- Must have good knowledge and understanding of accounting and finance principles
- Experience in financial risk management



## PERSONAL ATTRIBUTES

- Well organised and able to work in a logical orderly manner
- Ethical, honest, and trustworthy and dedicated to the Club
- Confident in leading strategic direction, maintaining a focus on the 'big picture'

## OTHER

- Must have a Working with Children Card (Blue Card)

<b>NOTES:</b>	For further information regarding this position please contact <a href="mailto:Netball@Springfieldlakesnetballclub.com">Netball@Springfieldlakesnetballclub.com</a>		
<b>REVIEWED BY:</b>	Melissa Snell	<b>DATE:</b>	09/11/2025
<b>APPROVED BY:</b>	Belinda Lynch	<b>DATE:</b>	09/11/2025
<b>LAST UPDATED BY:</b>	Jess Preseton	<b>DATE:</b>	05/11/2025