



<b>JOB TITLE:</b>	<b>ASSISTANT TREASURER</b>	<b>JOB CATEGORY:</b>	<b>VOLUNTEER</b>
<b>REPORTS TO:</b>	Treasurer		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	2-3 hours per week		
<b>APPLICATION TYPE:</b>	Nominate to AGM for Vote		

#### **JOB DESCRIPTION:**

The Assistant Treasurer supports the Treasurer in managing the club's financial operations and maintaining accurate record-keeping

#### **OBJECTIVE**

- Provides management of the Club and its financial dealings

#### **RESPONSIBILITIES**

- Collaborate with the Treasurer to monitor the finance email inbox, process reimbursements and payments by uploading receipts and invoices into the banking system, and communicate the required approval steps to the Treasurer and Executive
- Work closely with the Umpire Coordinator to ensure all required documentation—including Statement of Supplier forms, bank account details, and umpire level—is received prior to processing any payments. Confirm that payments are made promptly and in accordance with club policies and procedures, ensuring all paperwork is complete before disbursement.
- Partner with the Club Registrar and Treasurer to manage player registration payments and process Fair Play vouchers as required.

#### **KNOWLEDGE/SKILLS**

- Accounting and finance experience preferred
- Able to keep good records and manage financial records electronically

#### **PERSONAL ATTRIBUTES**

- Well organised and able to work in a logical orderly manner
- Ethical, honest, and trustworthy and dedicated to the Club
- Able to maintain confidentiality on relevant matters

#### **OTHER**

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.
- Satisfied all attributes by financial institution/bank to have edit access to club bank accounts

<b>NOTES:</b>	For further information regarding this position please contact Netball@Springfieldlakesnetballclub.com		
<b>REVIEWED BY:</b>	Melissa Snell	<b>DATE:</b>	07/11/2025
<b>APPROVED BY:</b>	Belinda Lynch	<b>DATE:</b>	07/11/2025
<b>LAST UPDATED BY:</b>	Jess Preston	<b>DATE/TIME:</b>	05/11/2025