

Treasurer- Position Description

Reports To: President

Direct Reports: Canteen Coordinator, Apparel Coordinator

Position Purpose

To manage and oversee the financial affairs of the club, ensuring proper financial records are maintained and the club remains financially viable and compliant with all relevant legislation and regulations.

Key Responsibilities

Financial Management

- Maintain accurate and up-to-date financial records, including income, expenditure and banking.
- Monitor cash flow, bank balances and budgets.
- Ensure all financial obligations are paid on time (e.g. league fees, insurance, utilities).

Budgeting & Reporting

- Prepare an annual budget in consultation with the committee.
- Provide monthly financial reports to the committee, highlighting key issues.
- Prepare and present the annual financial statement at the AGM.

Banking & Transactions

- Manage the club's bank accounts, ensuring appropriate signatories and authorisations.
- Process or oversee payments, deposits and reimbursements.
- Maintain accurate documentation for all transactions.

Compliance

- Ensure the club meets all financial and regulatory requirements (e.g. GST, incorporation, fundraising laws).
- Prepare and lodge required reports with the relevant government and league bodies.
- Maintain appropriate insurance and ensure premiums are paid.

Memberships & Fees

- Track and reconcile player and member payments.
- Coordinate with Registrars and the Secretary to ensure financial data aligns with player registrations.
- Follow up unpaid fees or payment plans where needed.



Sponsorship & Fundraising

- Record and manage income from sponsorships, canteen, fundraising events and merchandise.
- Provide financial support to fundraising or event committees as needed.

People Management

- Support and guide your sub committee members.
- Ensure positive club culture and adherence to Codes of Conduct.
- Handle disputes or issues in collaboration with the sub committee.

Key Relationships

- Club Committee Members.
- Players, Coaches, Team Managers.
- Football Operations.
- Sponsors and Local Businesses.
- League Representatives.
- Local Council and Community Groups.

Skills and Attributes

- Strong leadership and communication skills.
- Strong numeracy and bookkeeping skills.
- Attention to detail and accuracy.
- Good organisation and record-keeping.
- Familiarity with spreadsheets and/or accounting software.
- Understanding of financial compliance and club operations.