



Treasurer

Volunteer Committee Position Description



Reports To

President / Committee



Works Closely With

President, Secretary, Grants Officer, Lead Registrar, all role-holders who manage income or expenditure

PURPOSE OF THE ROLE

Keep the club's finances healthy and transparent. The Treasurer manages our money, ensures we're financially responsible, and helps the committee make informed decisions about spending and investment.

KEY RESPONSIBILITIES

- Maintain accurate records of all club income and expenses in the club's accounting system
- Prepare and present a monthly profit and loss report and list of revenues outstanding and payments due at each committee meeting
- Manage the club's bank accounts, term deposits and ensure all payments are made via Electronic Funds Transfer
- Prepare an annual budget and cash flow projection in consultation with the committee
- Ensure as much revenue as possible is collected via online payments
- Collect and receipt player registration fees and other club income
- Process invoices and payments to suppliers, ground hire, association fees, etc.
- Maintain a register of the club's assets and liabilities
- Implement and maintain financial management procedures to protect club cash, assets, and the volunteers who handle them
- Liaise with the Grants Officer to ensure grant funds are received, acquitted, and correctly recorded
- Prepare end-of-financial-year accounts and ensure an audit or independent review is completed in time for the AGM
- Present the annual financial report to members at the AGM
- Undertake all legislatively required reporting and submissions
- Ensure the club remains financially compliant with association and legal requirements
- Review and update this position description at the end of each year prior to the AGM

TIME COMMITMENT

6–10 hours/month (higher during registration season and end of financial year)



People Management

N/A



Budget Management

Yes — full responsibility for club financial management

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Financial accounting or bookkeeping experience (even personal budgeting helps)
- Comfortable using accounting software (Xero, MYOB, or a well-set-up spreadsheet)
- Computer literacy including Microsoft Office suite
- Honest and trustworthy with strong attention to detail
- Sound financial management skills and ability to maintain accurate records
- Effective written and verbal communication skills

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.



You'd be great for this if...

You've got a head for numbers and like knowing everything adds up. You don't need to be an accountant — just someone who's organised, trustworthy, and confident managing money for a community organisation.