

POSITION DESCRIPTION

Executive Treasurer



Executive Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To ensure that financial management and reporting requirements are in place and operating, to provide the club committee with an accurate understanding of the financial status of the club at all times.
- To support the committee to ensure the efficient operation of the club.

Responsibilities

- To establish and collate budgets for areas of the club and present to executive committee for approval.
- To record and maintain accurate records of all club transactions.
- To prepare the annual financial report of the club.
- To ensure all accounts are appropriately audited as / if required in accordance with the rules of the club.
- Ensure individual financial authority limits operate with the approved limits of the committee.
- Perform all general banking activities.
- Manage any club overdraft facility.
- Ensure all taxation commitments of the club are met.
- Assist committee members to obtain most desirable trading terms.
- Manage income and expenses in line with approved budget.
- Oversee all player payments.
- Ensure the required tills are correctly prepared for match days.
- Work with Football, Netball, Volunteer and Match Day coordinators to establish and manage operating budgets.
- Forecast financial positioning in line with expected income and expenses.
- Oversee maintenance of club asset register.
- Arrange prompt collection of outstanding debts.
- Oversee and assist the manager of strategic planning and manager of facilities and special projects.
- Be confidential in all matters related the club

Relationships

- Reports to and liaises with the president, executive and non-executive committees.
- Supports all finance portfolio volunteers.
- Liaise with and develop relationships with club suppliers and other key stakeholders.
- Liaise with club external auditor.

Accountability

- The treasurer is accountable to the president and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee as required.