

# POSITION DESCRIPTION

## Assistant Treasurer

### Non-Committee Role

Not a committee level position, plays a vital role in having a job without the extra commitment.



### Objectives

- To ensure the appropriate support for the president, executive committee and non-executive committee.
- To ensure the financial management and reporting are in place and operating.
- To provide the executive committee an accurate understanding of the financial status of the club at all times.

### Responsibilities

- Assist the treasurer with the collection, counting and banking of monies from the club's operational activities.
- To ensure all accounts are appropriately audited (if required) in accordance with the rules of the club.
- Assist Treasurer in correct preparation of match day tills where required.
- Be familiar with the benefits of an established accounting package.
- Assist the treasurer with financial reports to the executive committee:
  - Profit and loss for the month.
  - Forecasting.
  - Cash Flow.
- Assist the treasurer with the annual report.
- Maintain confidentiality in all matters related to the club.
- Assist the treasurer to attain financial reports from revenue generating areas of the club.
  - Membership
  - Sponsorship
  - Events
  - Fundraising activities
  - Apparel
  - Bar
  - Gate
  - Canteen

### Relationships

- Reports to and liaises with the president, executive and sub-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 assistant treasurer is accountable to the treasurer.
- Provide a report on any aspect of portfolio operations to the executive committee when requested.