



# Position Description – Treasurer

Melbourne University Futsal Club

## 1. Position Title

Treasurer

## 2. Objective

To ensure that a financial management and reporting system is put in place and operable, so the club committee has an accurate understanding of the financial status of the club at all times.

## 3. Responsibilities

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all team managers, competition coordinators, coaches and other operational roles do not exceed authority ceilings for financial expenditure without reference to the committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the Committee monthly.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as per governing requirements.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure the club meets all financial and taxation commitments.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report financial activities to club members at the AGM.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.
- Oversee processes for any financial payment system.

## 4. Relationships

- Reports to the club's members (as per all office bearers). In practice, they work under the President's guidance to fulfil financial responsibilities.



- Liaise with all club members with financial responsibility.
- Liaise with all creditors and debtors.

## **5. Accountability**

- The Treasurer is accountable to the President and Club Members.
- The Treasurer shall seek ratification from the Club committee of a club budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the Club committee of all financial transactions.

## **6. Skill**

### **6.1. Essential Skills**

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

### **6.2. Desirable Skills**

- Financial accounting experience.
- Negotiating skills.
- Computer skills.