



POSITION DESCRIPTION

Position: Treasurer

Member of the Executive Committee

Responsibility: This position has responsibility for providing financial information, financial control and guidance to the Malvern Tigers Executive Committee. The Treasurer is responsible for processing all financial transactions of the Club and maintaining accurate financial records.

Tasks:

- Budgeting: Prepare Profit & Loss budgets on a seasonal basis
- Financial reporting: Prepare Profit & Loss reports and Forecasts for each Committee meeting (at least twice pa) and update Committee on the current financial position and outlook for the remainder of the financial year. Prepare final yearend Profit & Loss and Balance Sheet reports.
- Audit liaison: Provide yearend reports to the auditor, assist with any queries, ensure that audit recommendations are implemented.
- Financial advice: Provide financial advice and guidance to the Committee on the impact of decisions on the Club, recommend registration fees changes when necessary being mindful of the non-profit nature of the Club whilst taking into account the need to provide for potential future expenses. Provide analysis as required on prospective changes.
- Taxation & statutory: Ensure that the Club's taxation obligations are met. Produce the quarterly BAS statement by the due date and lodge with the ATO. Ensure that the Club is operating within the guidelines of its Constitution.
- Transaction processing: Process all payments made by the Club either electronically or by cheque, process all income receipts by EFTPOS or deposit into bank account in a timely manner.
- Bank reconciliations: On a monthly basis complete bank reconciliations
- Uniform stocktake: Perform an annual stocktake of uniform stocks, reconcile to balance sheet and calculate the profit/loss on uniform sales for the year.
- Quickbooks software: Maintain financial records using Quickbooks. Ensure regular backups are performed. Update software as required.
- Other: provide financial assistance to Sub-Committees when the Club runs special events eg raffle, Trivia night. Liase with Rebel Sport to ensure that our credit is utilized to the Club's benefit.

Effort: Overall, the Treasurer role represents a substantial workload, and would be best suited to someone that does not work in a full-time role.