**Role of Treasurer/Finance Officer**

The Treasurer/Finance Officer is responsible for the financial matters of the club. They are responsible for formulating and monitoring of budgets, collecting and receipting of all monies and overseeing the financial direction of the club.

## **Responsible To**

The Treasurer is directly responsible to the President/Chairperson and members of the club.

## **Responsibilities and Duties**

The Treasurer should:

* Prepare club budgets in conjunction with the President/Chairperson.
* Monitor all club budgets.
* Ensure all participants are provided with registration costs at the time of trials or prior to their registration.
* Receive and receipt all payments received.
* Record and bank all received monies.
* Ensure all financial records are kept up to date.
* Pay invoices as received.
* Send out invoices and statements.
* Follow up outstanding accounts.
* Make sure financial reports are maintained and accurate reports are provided at all committee meetings.
* Arrange audit of the clubs books in preparation for the Annual Financial Report.
* The Treasurer/Finance Officer may chair the Fundraising Committee..
* The Treasurer/Finance Officer may chair the Finance Committee.
* The Treasurer/Finance Office may assist with the preparation of grant applications.

## **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

* Experience and knowledge in working with budgets and financial records
* Demonstrated organisational skills, time management skills and ability to work to deadlines
* Able to allocate sufficient time to maintain financial records on a regular basis.
* Able to work in a logical orderly manner
* Has a strong understanding of incorporation requirements including annual auditing
* Can communicate effectively
* Well developed written and oral communication skills
* Demonstrated experience in using Microsoft Office applications
* Can maintain confidentiality on relevant matters
* Has good administration skills

**Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Treasurer is appointed for a period.