# Bacchus Marsh Little Athletics Centre

## Position Description

| Position Title: | TREASURER |
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The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Centre, to protect the Centre's financial assets and the volunteers who handle those assets ensuring the collection of all revenues and payment of financial obligations. They must ensure that all financial transactions are recorded in the Centre accounts and prepare monthly financial reports for presentation to the committee, and annual accounts for the AGM and independent audit/review.

**Compulsory Requirements:**

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Always undertake the role in good faith, and honestly.
- Always act in the best interests of the Centre.
- Able to allocate regular periods of time to maintain the financial records of the Centre.
- Diligent with receipts and money.
- Ability to maintain accurate records in the Centre's accounting system.
- Act as a signatory for the Centre for banking and financial purposes.

**Desirable Attributes:**

- A current Police Check (paid for by the Centre).
- Ability to work in a logical and orderly manner.
- Attention to detail.
- Good communication skills.
- Good computer skills.
- Experience with accounting.

**Specific duties include but are not limited to:**

- Administer all financial affairs of the Centre.
- Record all financial transactions in the Centre's accounting system to maintain accurate records of all income & expenditure
  - Receipt all incoming monies
  - Banking of monies
  - Make approved payments as they fall due
  - Monthly Bank Reconciliations to ensure that receipts and payments concur with bank deposits & withdrawals
  - Generate and send invoices for periodical payment
  - Support Annual Insurance Review & Renewal
  - Lodge Non For Profit self-review form to ATO

- Provide monthly financial reports to the Committee
  - Profit & Loss Report
  - Balance Sheet
  - Bank Reconciliation for each bank account
  - List of payments for the previous month
  - List of Revenues outstanding and Payments outstanding.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Ensure development and Committee review of financial policies and procedures.
- Prepare the Annual Financial Statements for the Annual General Meeting of Members for approval.
- Support the required auditing/review processes.
- At the end of their term a key activity of the Treasurer will be to review and revise their position description to ensure that it continues to reflect the requirements of the role, and provide it to the Secretary prior to the Annual General Meeting.