



## **JOB DESCRIPTION**

### Treasurer

The Treasurer is the financial manager for the Donvale Netball Club and is directly responsible to the President of the Donvale Netball Club and members of the Donvale Netball Club.

#### **Responsibilities and Duties:**

The Treasurer should:

- Prepare a budget and monitor the balance sheet
- Keep the club's books up-to-date
- Keep a record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Provide the Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills in a timely manner
- Liaise with various other committee members, such as events, uniform and fundraising coordinator(s), when required

#### **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.
- Hold or apply for a working with children check

#### **Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of Donvale Netball Club is 1 hour per week to ensure payments to umpires/canteen/courses/DDNA fees/presentation day & special events and fees payment reconciliation is catered for.

For yearend preparations, consumer affairs lodging and the AGM the estimated time commitment is 8 hours. The Treasurer is appointed for a 12 month period (until the AGM).