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Job Title: Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the Association, is responsible for protection of the association's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the association's accounts and producing the entities financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the association's constitution and the Incorporated Associations legislation.

Key Responsibilities & Duties:

Empowering the committee to manage the financial affairs of the association

- Preparation of an annual budget at the start of the year for review and sign off by the committee
- Record all financial transactions in the associations accounting system (Xero)
- Maintaining a list of assets and liabilities
- Compare actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments and receipts for the previous month to the committee each committee meeting (via financial statement spreadsheet document)
- Provide a list of income outstanding and payments to be made to the committee each committee meeting (part of the financial statement spreadsheet document)

Protect the association's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the entity bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the association are collected

Financial reporting

- An audit is conducted at the completion of each financial year - ensure it is completed on time to enable the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions



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Desirable Attributes:

- Honest, trustworthy & accountable
- Enthusiastic and well organised
- Able to keep concise financial records in the association's accounting system
- Ability to allocate regular time periods to maintain the financial records of the club
- Diligent with all money (cash/electronic both inwards and outwards)
- Ability to work in a logical and orderly manner
- Financial accounting or bookkeeping experience preferred
- Computer skills – particularly Gmail, Excel & DropBox

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers "working with children" check
- If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the President of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer. This 'handover' period typically would be during the two months following the end of the season (31st October). The estimated time commitment required as the Treasurer is up to 5 hours per week

Remuneration:

This position attracts a one-off payment which will be paid following approval by the LNJSA Committee before the end of the Financial year (ie. 31st October).