



POSITION DESCRIPTION

TREASURER

REPORTS TO:	Executive Committee
CLASSIFICATION:	Voluntary
COMMITTEE MEMBER:	Yes
TIME COMMITMENT:	10 hours per month, variable

ROLE SUMMARY

The Treasurer is a key volunteer role within the Whitehorse Mustangs (the Club), as reflected in its inclusion in the Executive Committee. The Treasurer is responsible for the coordination and compliance of all financial activities of the Club. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

ROLE DESCRIPTION

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the Club, protection of the Club's cash, assets and the volunteers who handle them, making sure the Club meets its obligations. The Treasurer must also make sure that all financial transactions are recorded in the Club's accounts, produce monthly reports to Committee, and annual reports for presentation at the Annual General Meeting, and comply with all financial reporting obligations contained in the Club rules and Incorporated Associations legislation.

The Treasurer is supported by the Executive Committee and the Operations Manager and is required to perform the following duties:

GENERAL DUTIES

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing 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 for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
- Protect the club's assets, cash and the volunteers who manage them
- Implement financial management procedures that protect both the Club's assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Make every effort to make payment and receive money using cashless technology, preferably via Electronic Funds Transfer (requiring two signatures)
- 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 club are collected
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- General administrative duties as required

FINANCIAL DUTIES

- Where an audit or review is required ensure it is completed in time for 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

SKILLS

- Previous bookkeeping or accounting experience
- Ability to communicate effectively with individuals, Committee members, members, and Competition staff
- Enthusiastic and well organised
- Ability to keep concise financial records in the Club's accounting system (Xero)
- Ability to allocate regular time periods to maintain the financial records of the club
- Diligent with receipts and money
- Sound understanding of compliance requirements for community sport

QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

MANDATORY REQUIREMENTS

- Competent with Xero, Microsoft Office and Google Workspaces
- Working with Children Check
- Basketball Victoria Member Protection Statutory Declaration
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies