

TREASURER

Responsible to: Executive & Management Committees

RESPONSIBILITIES AND DUTIES

- Is the Chief Financial Management Officer for the Surf Club
- Drive the Executive/Management Committee to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget
- Attend the Club weekly on Sunday mornings to collect monies from trading activities, invoices and correspondence
- Support all sections of the Club in their financial activities
- Liaise with Registrar(s) and sub committees e.g. Sponsorship to ensure all monies due are received
- Ensure payment of authorised invoices in a timely manner
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Executive can be advised
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the AGM
- Cause the preparation of statutory returns and reports as required, specifically BAS Statement for the ATO
- Liaise with Secretary and Public Officer to ensure the Club is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (2009) and the Charitable Fundraising Act (1991) and various taxation requirements

KNOWLEDGE AND SKILLS REQUIRED

- Prior bookkeeping experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls and governance over Club finances i.e. Purchase orders and Payment/Cheque requisitions (properly authorised with supporting documentation)
- Cheques & EFTs authorised by two authorised executive members
- Ability to allocate regular time periods to maintain the books
- Ability to keep correct up-to-date records and work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- Awareness of information needed for the Annual Audit.