

Goulburn Rugby Union Football Club

Job Description



TREASURER

The Treasurer is the chief financial management officer for your Club. The Treasurer should also be the chair of the Finance Committee of the Club (if one exists).

RESPONSIBILITIES

The Treasurer shall:

- Prepare a budget and monitor it carefully
- Keep the Club's books up-to-date
- Keep a proper 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
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Make recommendations to the committee for payments
- Send out accounts
- Pay the bills

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Treasurer should be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records either manually or by computer
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

SUB COMMITTEE INVOLVEMENT

- Nil