



ULVERSTONE SOCCER CLUB

Flora Street Sports Complex

PO Box 118, Ulverston TAS 7315

ABN: 93 921 535 989

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CLUB POLICY DOCUMENT

Title: Treasurer PD

Policy: UPD04

Version: DRAFT 0.2

Revised: 2018, December

TREASURER

ROLE DESCRIPTION:

The club Treasurer is responsible to maintain an overview of the organisations financial affairs, ensuring its ongoing viability. The Treasurer also keeps all financial records for the club, ensuring proper procedure is followed for the handling of money and paying club accounts in a timely manner.

RESPONSIBILITIES:

- Attend regular committee meetings
- Assist with the preparation and presentation of budgets
- Prepare and present financial reports to the committee and general meetings
- Advise the committee on all financial matters relating to the club
- Ensure proper accounting procedures are followed
- Prepare and present the financial statements of the organisation to the auditors annually
- Present the annual auditors report to the Annual General Meeting
- Ensure cash is handled correctly, and banked in a timely manner
- Pay all accounts and invoices on behalf of the organisation

QUALIFICATIONS AND EXPERIENCE:

- Accounting qualifications are preferable
- Maintaining financial records and preparing reports
- Experience analysing historical data and preparing budgets
- Effective communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Knowledge of operating requirements of an incorporated body
- Attention to detail
- Passion and enthusiasm to see the club develop and thrive
- Demonstrated Organisation Ability

TIME COMMITMENT:

The role of President requires an estimated commitment of 3-5 hours / week.