



Position Description - draft

Title: Treasurer/Public Officer

About: Responsible for all Club financial matters. Liaise with Department of Fair Trading.

Reports to: President

Responsibilities:

- Ensure that adequate financial accounts and records exist regarding the Club's financial transactions, including accurate and up-to-date records of all income and expenditure;
- Coordinate the preparation of a budget and monitor it carefully.
- Issue receipts and promptly deposit all monies received in the Club's bank account.
- Make all approved payments and invoice groups/members promptly.
- Act as the signatory to the Club's bank accounts, investments and loan facilities (with at least one other management committee member).
- Manage the Club's cash flow and be accountable for its petty cash.
- Prepare and present regular financial statements to the committee at meetings.
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where requested by the committee.
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- Shall in the absence of the appointment of also fulfil the responsibility of Public Officer.
- Be responsible for providing the relevant Government departments with all returns and notices required under Government statutes or regulations.
- Collect subscriptions of members and report to the Management Committee any member whose subscription is in arrears.
- Ensure that the Club has in place adequate insurance cover for its activities and assets.
- The Public Officer must keep control of all records, books and other documents relating to the Club.
- Must be the Club representative at all Association seminars on financial matters.
- Undertake any agreed task assigned by the President or the Management Committee.
- Be prepared to attend as far as possible, all Management Committee meetings of the Club.
- Prepare an annual report.

Committees:

- Is a member of Club Executive
- Is a member of the Management Committee and the Finance Committee.
- Be the Chair of the Finance Committee

Qualifications:

- Be a member of Whale Beach Surf Life Saving Club Inc.
- An understanding of financial management principles and practices is needed.

Skills:

- Ability to communicate clearly.
- Ability to keep correct up to date financial records.
- Can maintain confidentiality on relevant matters.
- Good understanding of club culture and operations.
- Has a good working knowledge of the club constitution and other related policies and procedures.
- Strong time management and organisational skills.

Date: 7 July 2016