



JOB DESCRIPTION – TREASURER

Responsible to: Club Executive

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
- 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 Annual General Meeting
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO (www.ato.gov.au)
- Liaise with Secretary to ensure the entity is compliant with relevant Legislation and Regulations, particularly *Associations Incorporation Act NSW (1984)* (www.fairtrading.nsw.gov.au) and the *Charitable Fundraising Act (1991)* (www.dgr.nsw.gov.au) 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 (properly authorised with supporting documentation)
 - Payment/Cheque requisitions (properly authorised with supporting documentation)
 - Cheques are authorised by two authorised executive members
- Ability to allocate regular time periods to maintain the books
- Ability to keep correct up-to-date records
- Able to work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information, needed for the Annual Audit.