



Role Description

POSITION DETAILS

Title:	Treasurer
Year Revised	2016

PRIMARY PURPOSE

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive Committee members to ensure the efficient operation of St Johns JRLFC.

KEY RESULT AREAS

- Prepare an annual budget of the Club for presentation at the February Committee meeting
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the Executive Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report fortnightly to the Club Committee on financials.
- Prioritise payment of accounts.
- Ensure that adequate float is available for the canteen
- Make details of all accounts available to the Club Committee and members
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Ensure the Club finances are correctly audited.
- Report activities to the members at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake related tasks at the request of the President, Executive Committee.

EQUIPMENT OPERATED, TECHNOLOGY USED And REQUIRED RESOURCES

- MYOB
- Bank Account information including all login details

Guide to St Johns Excellence

DEDICATION

An enthusiastic willingness to accept; even look forward to, the long hours of preparation necessary for excellence.



Role Description

DESIRE

Maintaining a constant ever burning fire to excel, both mentally and physically in the long hours required.

DISCIPLINE

Possessing the inner strength to commit oneself to the rules and regulations needed to achieve excellence.

PRIDE

The consciousness of what is befitting any person or body of persons with exhibition of quality in attitude, bearing and conduct.

TRADITION

The handing down of beliefs, rules and customs from one generation to the next. A method of procedure almost having the same force as the law.

AUTHORISATION

I hereby confirm that:

- I have read this role description
- I understand the role for which I am applying for
- I have read St Johns Constitution

Name:

Signature:

Date: