



BOOKKEEPER POSITION

DESCRIPTION

The club is a significant sized not for profit business with turnover in 2017 of nearly \$115,000. Event and grant income account for most of this turnover with membership fees being a minor income source.

Transparency in club operations is something we feel is important. This is particularly so for finances, especially given the substantial government provided grant funding. Monthly financial statements are published once formally accepted by a General Meeting. A clear understanding of our financial position is also vital for management purposes.

The volume of financial transactions is such that a Bookkeeper would reduce the workload of the Treasurer, thus allowing the Treasurer to focus on management rather than operational financial matters.

The Bookkeeper will work under the direction of the Treasurer.

Duties are:

- Record financial transactions
- Process requests for payment
- Reconcile bank accounts
- Assist with acquittal of grants
- Check figures and reporting for accuracy
- Prepares draft monthly financial statement (Balance Sheet, P&L, Fixed Assets)

Tools used are Xero and Excel. Access to the internet and email is required.

Most contact with the Treasurer and Management Committee is via email. Direct communication with members is not expected. This means that this position can be undertaken at any time convenient for you.

This position is an opportunity to provide a valuable service to the club which will not affect your availability for training and races.