



TREASURER 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.

Duties are:

- Prepares or assists with preparation of Event budgets
- Prepares Club budget
- Defines accounting and cash management procedures
- Pays bills and reimbursements in a timely manner
- Ensures that club maintains a healthy financial position
- Provides direction and support for a Bookkeeper (if this role is filled)
- Provides timely information and advice to the Management Committee and members
- Assist with acquittal of grants
- Prepares monthly financial statement (Balance Sheet, P&L, Fixed Assets), including providing a draft to the Management Committee a week prior to the monthly General Meeting
- Attends monthly General Meeting and presents financial report
- Prepares the yearly financial statement and assists auditors
- Presents audited yearly financial statement to the Annual General Meeting

Tools used are Xero and Excel. Access to the internet, email and Facebook Messenger are required, access to a scanner would be useful.

Most contact with members is via email, there is very little need to speak directly to a member. 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.