



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Club Treasurer

ORGANISATION:	Newton Jaguars Netball Club
POSITION TITLE:	Club Treasurer
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club President, Club Committee
TERM OF OFFICE:	Two Years (Elected)
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To document the club financial activities in accordance with the NJNC Constitution and By Laws. To ensure all accounting of monies incoming and outgoing are in the format approved by NJNC (Xero Accounting package).

KNOWLEDGE / SKILLS:

- Good Communication skills.
- High integrity and honesty
- Organised and able to answer questions on relevant financial matters.
- Friendly and caring attitude
- Aware of the future directions and plans of NJNC
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all members, players, volunteers and parents
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office and the Xero accounting package approved by the club.
- Competent in operating MY- Netball programmes
- Aware of corporate governance responsibilities
- Experience in a similar role would be of benefit

RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Prepare reports of the accounting activities of the club showing disposition of all funds in accordance with budgets and NJNC policy.
- Internet banking access for the NJNC’ S two accounts.
- Ensuring all expenditure is approved within NJNC policy
- Ensure all insurance are appropriate and up to date
- Ensure subscriptions and all money due to the NJNC are collected on time or payment plans are in place and are collected



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Ensure nonstandard expenditure is approved by the Club President and / or committee
- Effectively accounting for all financial activities and recording such activities.
- Collection and paying of all monies owing to or by the in a timely manner.
- Ensure financial documentation of receipts, invoices and payment records are up to date.
- Evaluate risk around all events requiring financial investment to minimise risk by the committee
- Prepare a monthly financial statement highlighting performance to budget to the committee. Report outstanding income and payments and actions taken.
- Ensure committee are fully aware of the financial status.
- Prepare a financial plan including annual and Monthly Budget for approval by the committee
- Provide a financial statement to present to the Auditors.
- Prepare and present end of year financial report to the AGM.
- Helping to prepare and submit any statutory documents that are required including GST;
- When delegating duties to a support person, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is performed properly.

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of NJNC
- Have an active input into the goals and objectives of NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR TREASURER OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE