



COUNTRY UNITED FOOTBALL CLUB Inc.

P.O. Box 135

Walkerston, Qld, 4751

ABN: 93 700 201 567

Email: secretary@countryunited.org.au

JOB TITLE:

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable, so the club committee always has an accurate understanding of the financial status of the club .

RESPONSIBILITIES:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Manage all invoicing for registrations.
- Receipting of payments.
- Setup and process weekly direct debits for registration payments.
- Enter all data into Reckon Accounts and reconcile the accounts monthly.
- Organise collection of funds from various events for banking.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque or internet banking transfer.
- Monitor sponsorship funds.
- Attend monthly club committee meetings and present financial report.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and Executive Committee.