



Position Description: Treasurer

Last updated 1 December 2024

Overview

The Treasurer is responsible for managing the financial affairs of the league. This role involves empowering the committee to handle the league's finances, protecting the league's cash and assets, ensuring the collection of all revenue and payment of obligations, recording financial transactions, and complying with financial reporting obligations.

Responsibilities

General Responsibilities

- Manage the relationship with the league's bank of choice.
- Manage bank accounts to reduce any fees.
- Manage EFTPOS/Square, including booking and collecting machines.
- Send the President and General Manager a game day takings summary after each round.
- Share and announce the amount raised by the Community Engagement BBQ each round.
- Ensure invoices and staff are paid on time
- Receive all moneys paid to or received by the league.
- Maintain an appropriate paper trail, including receipts where necessary.
- Ensure that the financial records of the Association are kept in accordance with the Act.
- Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- Ensure that at least one other committee member has access to the accounts and financial records of the Association.
- Prepare a league budget and cash flow projection at the start of the year for review by the committee.
- Record all financial transactions in the league's accounting system and maintain a list of league assets and liabilities.

Protecting Assets and Cash

- Implement financial management procedures to protect both the league's funds and assets and the volunteers handling them.
- Control the league bank account(s), ensuring that only authorized individuals are bank account signatories.
- Ensure as many payments as possible are conducted via Electronic Funds Transfer, requiring two signatories before payments can be made.
- Ensure all approved expenditure is paid when due.
- Ensure all funds due to the league are collected.

Financial Reporting

- Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to be presented to members at the Annual General Meeting.
- Fulfill all legislative requirements regarding financial reporting and submissions.

Renegade Pub Football League Inc.

ABN 84 516 956 069

www.rpfl.com.au

renegadepubl@gmail.com



Essential Skills and Requirements

- Ability to keep concise financial records in the league's accounting system.
- Ability to allocate regular time periods to maintain the financial records of the league.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Financial accounting or bookkeeping experience preferred.
- Computer skills.

Estimated time commitment required: 3 hours per week during the season.