

**Chiton Rocks SLSC** Position Description

**Treasurer**

This is an Executive Board of Management position and has the overall responsibility for the club financial management.

Key Responsibilities:

* Administer all financial affairs of the Club
* Responsible for developing club budget
* Responsible for club insurance policies
* Ensure development and Committee review of financial policies and procedures
* Receipt of all incoming monies in accounting software program
* Pay all accounts by their due date
* Ensure that all transactions in accounting software program concur with transactions through the bank account
* Present monthly financial reports from the accounting software program at committee meetings
* Arrange and despatch invoices for periodical payment
* Manage any club loans
* Ensure grant monies are expended and acquitted on time
* Submit quarterly BAS to the ATO
* Work with the Club’s auditors to produce the annual financial statements as per regulatory and legal requirements

Key Attributes:

* As a position dealing with the club funds, honesty is a key attribute
* Good organisational skills
* Previous experience in bookkeeping is an advantage
* Good understanding of financial
* Computer skills
* Good communication skills