QUEENSLAND WATERSKI AND WAKEBOARDING FEDERATION INC

POSITION DESCRIPTION

|  |
| --- |
| Insert club name here |

|  |
| --- |
| logo |

|  |
| --- |
| TREASURERROLE: Responsible for ensuring that the club remains solvent and able to trade, the role of the treasurer is to oversee and ensure that the club is operating in a financially sustainable environment. To achieve this, the treasurer will need to have a strong background across various online accounting platforms, is able to produce monthly profit and loss statements, develops and maintains annual budgets / cash flows plus develops any project budgets as required.  |
| The following notations to attributes, skills and experience are to be taken as a guide to assist in identifying and recruiting a suitable volunteer, however are not to be taken as a required pre-requisite |
| Attributes‘Considered as the quality or characteristic of the volunteer for the role’ | Skills‘The ability of the volunteer that comes from their knowledge, practice, training and education within to enable them to perform the role well’ | Experience‘Volunteer having personally observed, encountered or undergone practical or theoretical training in the role’ |
| * Excellent with figures
* Highly developed record keeping
* Strong communication skills
* Report preparation and presentation
* Ability to link with other volunteers in preparation for events – cash floats / stocktakes
* Strong character to positively manage finances
* Knowledge of financial policies and procedures
* Honest and reliable
* Support fundraising opportunities
* Time management
* Strong computer skills
 | * Ability to prepare monthly P & L reports
* Preparation of annual financial report
* Creation of annual budgets and cash flows
* Management of digital and hard currency transactions
* Knowledge of various online accounting programs
* Understanding of strategic, operational and business plans
* Support for club registrar - membership
 | * Bookkeeping / Accounting role employment
* Previous Treasurer role
* Previous committee experience
* Training in bookkeeping / accounting
* Communication with auditors in preparation of reports
* Experience with various online accounting packages
* Up to date with latest financial integrity regulations
* Ability to provide training to successor
 |
| POSITION OUTLINEWorking with the club accounting package, the treasurer will keep up to date accounts and be able to provide a monthly profit and loss statement for committee meetings. The treasurer will be a signatory on the club accounts while being the direct contact with all banking institutions, club auditor and any other financial institutions. Banking as required from events along with verifying and recording all income / expenditure plus stocktakes will enable the treasurer to maintain the club finances in a proper and correct manner. In conjunction with the club registrar, maintain an up to date list of financial members.  |
| Daily Items* Correspondence – online and hard copy. Review and delegate as required
* Communicate with registrar on membership renewals and invoicing
* Inputting of all income and expenditure items
 | Weekly Items* Preparation and distribution of club invoicing
* Review current financial position and update President
* Monitor budget and cash flow projections
 | Monthly Items* Prepare and distribute profit and loss report
* Attend management committee meetings and present financial report against budget and cash flow
* Organisation of payment of outstanding accounts approved by the committee
 |
| Annual Items* Prepare and present budget
* Prepare and present cash flow
* Prepare financial documents for presentation to auditor
* Review and update with delegated volunteer club asset register
* Deliver financial report at AGM
* Prepare succession planning for incoming treasurer
 |

Review Date: Signed:

Review Date: Signed: