

**Salesian Old Boys CC****Treasurer - Role Description**

The Treasurer is the chief financial management officer for the Salesian Old Boys Cricket Club.

**Responsible To:**

The Treasurer is directly responsible to the President of Salesian Old Boys Cricket Club and members of the Committee.

**Responsibilities and Duties:**

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills

**Knowledge and Skills Required:**

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner

**Estimated Time Commitment Required:**

The estimated time commitment required as the Treasurer of Salesian Old Boys Cricket Club is **6 – 10** hours per week.

The Treasurer is appointed for a 1 year term.