

St Andrews Cricket Club

JOB TITLE:

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the Club committee has an accurate understanding of the financial status of the Club at all times.

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.
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Receipt all moneys received.
- Maintain accurate records of current income and expenditure.
- Report monthly to the General Committee of the Club
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Collect or delegate to collect Ball Money, Subs & Fund Raising money from all grades to be presented to you for banking
- Oversee and seek reports of all other accounts held by sections of the Club.
- Ensure all taxation commitments are met by the Club.
- Ensure the Club finances are correctly 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.
- Monitoring sponsorship funds.
- Attend monthly club committee meetings.

RELATIONSHIPS:

Reports to the President and General Committee.

Liaise with all members of the Club with financial responsibility.

Liaise with all Creditors and Debtors.

St Andrews Cricket Club

ACCOUNTABILITY:

- The Treasurer is accountable to the President & General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

DESIRABLE SKILLS:

- Enthusiastic and well organised
- Able to keep good records
- Able to allocate regular time periods to maintain the books
- Diligent with receipts and money
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary
- Dedicated club person
- Well organised
- Honest/trustworthy

DESIRABLE KNOWLEDGE:

- Financial accounting skills
- Negotiating skills
- Computer skills