



JOB DESCRIPTION

Treasurer

The Treasurer is the chief financial management officer for the Seacliff Tennis Club.

Responsible To

The Treasurer is directly responsible to the President of Seacliff Tennis Club and members of Seacliff Tennis Club.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

Responsibilities and Duties

The Treasurer should:

- 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
- Make regular deposits to the Bank
- 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, for sponsorship, license charges, hire of tennis courts, light usage, etc.
- Pay the bills and maintain Internet Banking as required
- Chase up and ensure all subs are paid
- Ensure that monies invested attract a competitive interest rate
- Allocate other members to assist in Treasurer Duties as determined, which may lead into a successor.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- 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
- Aware of information, this is needed to be kept for the annual audit.



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- It is preferred that the Treasurer has basic knowledge of accounting or bookkeeping.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer is __6__ hours per week during Summer season & __2__ hours per week during Winter season.

NOTE: The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.

Updated 24/05/2022