



## **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
- As required co-ordinate with City of Holdfast Bay in relation to the financial matters under the Lease.
- 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.
- 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 & 3 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 4/04/2024