

Treasurer

The Treasurer will:

- Be a member of the BOM and Executive Committee
- Be responsible for business and financial strategy, planning, monitoring&management
- Reporting and accounting as per regulatory and legal requirements
- Responsible for developing club budget
- Responsible for club insurance policies
- Be a signatory on club bank account

Desirable Attributes:

- Be honest & trustworthy
- Good organisational skills
- Some financial expertise
- Ability to maintain accurate records
- Computer skills
- Good communication skills

Specific Duties include but not limited to:

- Administer all financial affairs of the Club
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies in accounting software program
- Bank all monies received in a timely manner
- Pay all accounts by their due date
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Present monthly financial reports at committee meetings
- Arrange and despatch invoices for periodical payment
- Manage any club loans
- Ensure grant \$ is expended and acquitted on time
- Apply for credit accounts as appropriate
- Submit insurance and warranty claims
- Present expenditure requests to the BOM
- Submit quarterly BAS to the ATO
- Keep Surfguard Asset register up to date