

BLIGH PARK FOOTBALL CLUB



Position Description: Assistant Treasurer

Overview

The Assistant Treasurer is responsible for:

- Completing practical weekly tasks to assist the overall Treasurer.
- Ensuring the Committee is empowered to manage the financial affairs of the Club.
- Protection of the Club's cash, assets and the volunteers who handle them.
- Ensuring the collection of all revenues and payment of all financial obligations.

Responsibilities

Prior, during and post season

Empowering the Committee to manage the financial affairs of the Club

1. Assist Treasurer in recording all financial transactions on a weekly basis in the Club's accounting system.
2. Assist Treasurer to maintain asset register.
3. Assist Treasurer in providing a list of payments for the previous month to the Committee for presentation at each Committee meeting.
4. Assist Treasurer in providing a list of revenue outstanding and payments to be made by the Club for presentation at each Committee meeting.
5. Assist Treasurer in liaising with outside Club Treasurers where required.
6. Assist Treasurer in liaising with Canteen Manager on weekly banking of cash sales.
7. Assist Treasurer in overseeing fundraising initiatives.

Protect the Club's assets, cash and the volunteers who manage them

1. Assist Treasurer with ensuring as much revenue as possible is collected using online payments.
2. Assist Treasurer with ensuring all money due to the Club is collected, including player registrations, other club use of fields and NSW Active Kids voucher reimbursements.

Financial reporting

1. Assist Treasurer in drafting financial report to Members to be presented at the Annual General Meeting.

End of year hand over

Updating key documents

At the end of each year a key activity of the Assistant Treasurer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Assistant Treasurer should compile a list of people at the end of each season who have access to any relevant platforms and provide this list to the Committee.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Assistant Treasurer

An important responsibility of the outgoing Assistant Treasurer is to train, mentor and support the incoming Assistant Treasurer.

Essential Skills and requirements

- Enthusiastic and well organised.
- Ability to keep concise financial records in the Club's accounting system.
- Ability to allocate regular time periods to maintain the financial records of the Club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Basic bookkeeping experience preferred but on job training provided.
- Computer skills.

The estimated time commitment required as the Assistant Treasurer is **2 hours** per week.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023