



## HBNA COMMITTEE ROLE – TREASURER

<b>JOB TITLE:</b>	Treasurer	<b>JOB CATEGORY:</b>	Volunteer
<b>REPORTS TO:</b>	Management Committee Members		
<b>POSITION TERM:</b>	2 Years		
<b>APPLICATION TYPE:</b>	Nomination to AGM to vote		

## JOB DESCRIPTION

### OBJECTIVE

- Provides management of the Association and its financial dealings.
- Ensure the Association's financial position is maintained.

### RESPONSIBILITIES

- Prepare and monitor annual budget
- Be fully aware of the financial position of the Association and always notify the Committee of all financial trends and any areas of concern.
- Ensure financial and treasurer reports are available and understood at all General Committee meetings.
- Ensure money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions.
- Ensure Association members do not handle, deposit, pay out or otherwise deal with funds without your knowledge.
- Invest surplus funds and manage Association investment program if applicable.
- Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by state and / or Federal legislation.
- On behalf of the Management Committee, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required.
- Ensure funds received from government and/or council grants are acquitted and submit necessary paperwork?.
- Determine annual registration fees for players and non-playing members.

### KNOWLEDGE/SKILLS

- Accounting and finance experience.



- Ability to allocate time to liaise with the Bookkeeper to ensure records and books are maintained.
- Aware of information which is needed to be kept for annual audit.
- Able to keep good records and manage financial records electronically.
- Relevant tertiary qualifications in accounting/finance preferred.
- Experience in financial risk management.

#### **PERSONAL ATTRIBUTES**

- Well organised and able to work in a logical orderly manner.
- Ethical, honest, and trustworthy and dedicated to the Association.
- Confident in leading strategic direction, maintaining a focus on the 'big picture'.

#### **OTHER**

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland