



Position Details

Position title: Treasurer

Date of review: September 2018

Position objective

The Treasurer is the chief financial management officer for the club.

Responsible To

The Treasurer is directly responsible to the President and the club members.

Responsibilities and Duties

- Keep the clubs financial books up-to-date
- Keep a proper record of all payments and monies received
- Be fully aware of the financial position of the club at all times and keep the Committee informed of all financial trends and any areas of concern.
- Ensure information for an audit is prepared each year
- Produce an annual financial report and table to the Annual General Meeting
- Prepare and distribute invoices/accounts for services rendered
- Ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge.
- Provide account balances at each month committee meeting
- Grant coordination

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Well organised
- Able to keep good records
- Financial background or previous experience preferred but not essential
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP

Club laptop and printer supplied