



2.1.2. Club Treasurer

ABOUT THE ROLE

The Holland Park Hawks Football Club is committed to meeting corporate governance requirements ensuring the club can remain financially sustainable and viable into the future.

The Treasurer is responsible for ensuring the Executive Committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers and staff who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the Committee and the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

The Treasurer is an Executive Committee Role and reports to the Executive Committee. The main responsibilities include:

- Preparation and proposal of a club budget, including player fees, in August for the following year to the Executive Committee.
- Maintain the club's accounting records – receipts/payments/payroll/taxation.
- Oversee the Accountant, Auditor and Hawks FC staff/Committee as needed.
- Provide a monthly cashflow update to the Executive Committee.
- Maintain strong financial management procedures.
- Maintain the club's bank accounts including access and limits.
- Work with Office Manager to collect and refund club monies as required.
- Work with Office Manager to maintain coach and referee payment details and ensure all approved payments are made.
- Manage all payments and receipts including payroll, ensuring all deadlines are met.
- Review and present the Annual Financial Statements to the Executive Committee and at the AGM.
- Always maintain the financial integrity of the club.
- Ensure all legislative requirements are met.
- Maintain up to date Club Treasury Processes and Procedures electronically.

Skills required include:

- Honest and trustworthy
- Financial Accounting and/or Bookkeeping experience preferred
- IT skills
- Good organisational and financial management skills
- Effective listener and communicator
- Discrete and able to maintain confidentiality

End of term handover:

- Review and revise this position description to ensure it continues to reflect the requirements of the Club Treasurer role
- Provide an updated position description to the Club Secretary each year prior to the AGM
- Train, mentor and support the incoming Club Treasurer