
Keilor Park Football Club Inc

Essendon District Football League
Stadium Drive, Keilor Park



Position Description Executive Treasurer

Objectives

- To ensure that Financial Management and Reporting are in place and operating, to provide the Club executive committee with an accurate understanding of the financial status of the Club at all times.
- To support the executive and sub-committees to ensure the efficient operation of the Club.

Responsibilities

- To collate budgets for areas of the Club and present to executive committee for approval
- To record all financial transactions of the Club and prepare the Annual Report of the Club
- To ensure all accounts are appropriately audited in accordance with the Rules of the Club
- Ensure individual financial authority limits are not exceeded without approval of the committee
- Perform all general banking activities
- Present and prioritise all payments for approval
- Make all details of accounts available to the members as provided for in the Corporate Affairs Act
- Oversee and seek financial reports from all areas of the Club
- Ensure all taxation commitments of the club are met
- Manage income and expenses in line with approved budget
- Forecast financial positioning in line with expected income and expenses
- Maintain list of Club assets and liabilities
- Measure and report on budget performances from each stakeholder
- Ensure all stakeholders are accountable for the correct invoicing and debt recovery practices
- Oversee and assist all executive and sub-committee's roles related to raising or expenses

Relationships

- Reports to and liaises with the President, Executive and sub-committees
- Supports all Finance portfolio volunteers
- Liaise with and develop relationships with Club suppliers, external auditor and other key stakeholders.

Accountability

- The Treasurer is accountable to the President and the executive committee
- Provide a report on any aspect of portfolio operations to executive or sub-committee's when requested.
- Seek ratification from the executive committee of a Club budget, including any debt reduction and thereafter have the authority to act within the limits of the budget and approved financial strategy

Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.