



TREASURER

Objective: To maintain a clear understanding and transparency around the Club's money, its collection, and disbursement. The Treasurer is responsible for keeping accurate books that will enable them to give a full financial report whenever requested.

Terms: Volunteer, for a minimum of 12 months

Time Commitment: Approximately three hours per week (on average)

Responsibilities include, but not limited to:

- Establishing season fees for players each season and preparing relevant information for TeamApp (as required)
- Monitoring payment plans (where applicable)
- Monitoring and chasing up unpaid fees with assistance of committee members
- Receiving all monies paid to or received by the Club and issuing receipts for those moneys in the name of the Club (including player fees and uniform purchases)
- Ensuring that all moneys received are paid into the account of the Club within 5 working days after receipt
- Making any payments authorised by the Committee from the Club's funds (e.g. court rental payments, function/uniform/equipment payment, season entry and game fees, reimbursement of coach and Committee member related expenses)
- Maintaining small cash float
- Ensuring cheques are signed by at least 2 committee members and ensuring that at least one other committee member has access to the accounts and financial records of the Club
- Ensuring the Club's book-keeping arrangements remain current and relevant including maintaining Club's excel based spreadsheet for monthly reconciliation report
- Distribution of monthly reconciliation report at Committee meetings (showing the opening and closing combined cash and bank balances; movement from opening to closing cash and bank balance needs including details of outgoing and incoming payments; flagging larger upcoming expected spend and cites cash flow implications)
- Ensuring that the financial records of the Club are kept in accordance with relevant legislation, training will be provided
- Coordinating the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the Annual General Meeting of the Club
- Liaising with coaches, Committee members, players and families as needed
- Keeping the Committee updated on any relevant matters, as required
- Assisting other Committee members where needed

Requirements / Skill Set:

- Current Working with Children Check (no fee payable)
- Netball Victoria membership (reimbursed by Club)
- Attendance at Committee meetings (usually held every 6 weeks)
- Previous/similar experience preferred, but not essential, as training will be provided
- Excellent organisational skills
- Basic excel and word computer skills and good communication skills (both in person and online)

Key Relationships

- Lakeside Committee members
- Lakeside Coaches
- Lakeside players