

## **POSITION DESCRIPTION**

### **Association Treasurer**



#### **Executive Role**

Decision making, overseeing and long term focus level of the committee.

#### **Objectives**

- To ensure that financial management and reporting requirements are in place and operating, to provide the Association Committee of Management with an accurate understanding of the financial status of the Association at all times.
- To support the Committee of Management to ensure the efficient operation of the Association.

#### **Responsibilities**

- To collate budgets for areas of the Association and present to Committee of Management for approval.
- To record all financial transactions of the Association.
- To prepare the annual financial report of the Association.
- To ensure all accounts are appropriately audited as / if required in accordance with the rules of the Association.
- Ensure individual financial authority limits operate with the approved limits of the committee.
- Perform all general banking activities.
- Manage any Association overdraft facility.
- Ensure all taxation commitments of the Association are met.
- Manage income and expenses in line with approved budget.
- Forecast financial positioning in line with expected income and expenses.
- Maintain Association asset register.
- Arrange prompt collection of outstanding invoices (e.g. team entries, club memberships and fines).
- Measure and report on budget performance.
- Oversee and assist with special projects.

#### **Relationships**

- Reports to and liaises with the president and Committee of Management.
- Supports all finance roles on the Committee of Management and sub-committees.
- Liaises with member clubs.
- Liaise with and develop relationships with Association suppliers and other key stakeholders.
- Liaise with the Association external auditor.

#### **Accountability**

- The treasurer is accountable to the president and Committee of Management.
- Provide a report on any aspect of financial performance of operations to the Committee of Management as required.