



Sacred Heart Pymble Football Club

Position Description

TITLE:

Treasurer

OBJECTIVE:

To ensure that the club is financially viable and operates within the budget

RESPONSIBILITIES / TASKS:

Prepare budget
Attend committee meetings and provide budget updates
Manage income/expenses
Organise floats for events
Organise audit
Prepare Office of Fair Trading return

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Prepare and attend: 6 x 4hrs
Registration fee income management: 20hrs
Income/expenses: 1 hr per week during season
Audit and final accounts: 6hrs
OFT return: 3hrs

Considered as average hours per month over a year: approx. 7 hrs per month
Note that some of the duties are undertaken outside of regular season

RELATIONSHIPS:

President: Budget preparation and reporting, Budget management
Committee: Reporting
Gear Manager: Budget management
Junior Development Officer: Budget management

ACCOUNTABILITY:

President, members.

ESSENTIAL/DESIRABLE SKILLS:

Budget management

Basic financial / software management skills