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## Treasurer

**Responsible to:**

Club Chairperson

**Objective:**

The Treasurer is responsible for the finances of the Club

**Reports to:**

Committee/Board

Club Members

**Internal Relationships:**

Committee/Board

Operational Committees

Club Members

**External Relationships:**

Operational Committees

Surf Life Saving Northern Region

**Desirable Attributes:**

Chartered accountant or bookkeeping experience

Attention to detail

Business acumen

Ability to keep accurate records

Honesty and integrity

**Key Responsibilities:**

* Attends Committee/Board Meetings
* Prepare an Annual Budget in conjunction with other key personnel
* Prepare a Monthly Cash Flow
* Report against budget monthly for the Committee/Board
* Use the standard Chart of Accounts
* Manage all income and expenditure record keeping
* Provide copies of monthly bank balance statements to the Committee/Board
* Prepare end of year accounts
* Liaise with the Auditor
* Delegate but remain accountable for any of the above duties
* Report any risks or incidents to the Chair
* Under take any other activities as required by the Committee/Board