

**ONSLOW JUNIOR FOOTBALL CLUB  
TREASURER  
JOB DESCRIPTION**



Responsible for carrying out financial transactions as directed by the Club committee, keeping and maintaining all club financial records and keeping the committee informed of its financial position throughout the year.

**Duties include:**

- Maintain accurate financial records and prepare financial statements
- Prepare and monitor club budget
- Liaise with auditor
- Prepare and submit GST returns
- Bank reconciliation
- Reconcile club registrations with bank account (currently using Clubhub registration system)
- Follow up on outstanding revenue
- Pay invoices in a timely manner
- Meeting any regulatory requirements
- Oversee Coaching Administrator role and associated bank account
- Attend committee meetings, give Finance update

**Attributes required:**

- Knowledge of bookkeeping and financial management
- Good organisational skills
- Computer skills
- Trustworthy
- Good communication skills

## Estimated Time Commitment Required

- Average time spent during registration period Feb/March - 8-10 hours per week.
- During the year, 1-2 hours per week.
- Increased hours required for preparation of Financial Statements/GST returns