



Volunteer Job Description

Position	Onslow Junior Football Club - Treasurer
Main Purpose of Role	Responsible for carrying out financial transactions as directed by the OJFC Executive Committee, keeping and maintaining all financial records, and keeping the Executive Committee informed of its financial position throughout the financial year. Controls income and spending, keeps OJFC's financial records, and prepares the financial statements and accounts for reporting. Work with the President and Club Captain to prepare a budget and monitor the yearly financials against this Provide advice on club finances when required.
Duties Include	Prepare a budget and monitor it carefully Keep the club's financial accounts up-to-date Keep a proper record of all payments and monies received Prepare the Treasurer's report at regular meetings and when required Prepare and submit GST position 6 monthly Produce an annual financial report Send out accounts for payment to OJFC Work with Club Administrator to ensure invoices are paid in a timely manner Arrange end of financial year audit of finances
Skills and Attributes	Background in institutional accounting.

	Budgeting, record keeping, asset management, payment approval, financial reporting Knowledge of Xero accounting software
Committee Role	Executive Committee Operational Committee
Delegated Financial Authority	Yes
Length of Appointment	12 months (AGM - AGM)