



DIAMOND CREEK  
JUNIOR FOOTBALL CLUB

# Treasurer Position Description

## **Goal Statement:**

The Treasurer oversees the effective and efficient management of financial operations and records within the Club to ensure the long-term viability of the Club and optimal enjoyment and success for its members.

## **Objectives:**

- Oversee all financial operations of the Club
- Ensure effective record keeping ensuring accurate and complete financial statements are produced
- Provide support to the President, Executive & Committee to ensure the efficient operation of the Club Responsibilities:
- Develop and monitor a financial budget for the Club for the upcoming season in collaboration with the President and Executive Committee members
- Maintain accurate & up to date financial records of the Club & follow up on outstanding debtors
- Conduct monthly Bank reconciliations and ensure all payments have two authorized signatories
- Ensure nominated Bank records are up to date with regards to authorized Bank signatories and authorities
- Provide guidance to the Committee on financial decisions regarding viability and available funding
- Issue invoices on Club Letterhead; including but not limited to sponsors, sporting bodies, govt grants etc
- Collect and receipt monies from appropriate Committee members, including but not limited to: Membership Coordinators; Merchandise Coordinators; Events and Fundraising Coordinator; and Canteen Coordinator/Manager. Ensure funds are collected and banked on a timely basis.
- Collect receipts and reimburse costs incurred on behalf of the Club with approval from the President
- Receive and remit invoices to creditors by their due date – take reasonable steps to avoid duplicated payments on Invoices and Creditor Statements received
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote Club values throughout the Club as a whole
- Provide a report on payments and receipts at the monthly Executive and General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee

- Be committed to and identify opportunities to further grow the DCJFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

**Relationships:**

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, Nillumbik Council, DCFNC and DCCC.
- This position will liaise with and have regular communication with coaches, football operations, managers, committee members, general members, parents, players, and volunteers

**Qualifications:**

- Working With Children's Check
- Appropriate Book Keeping or Financial Administration experience

**Accountability:**

- The Treasurer is accountable to the Club President and general committee