



**Treasurer
Forrestfield Football Club**

Title	Treasurer
Division	Executive Committee
Reports To	President
Salary Details	Nil – Volunteer Position within club

The Role

To ensure that a financial management system and reporting system is put in place and operable for the Forrestfield Football Club (FFC) so the FFC committee has an accurate, true and correct understanding of the financial status of the Club at all times. This includes providing support to the Executive and Committee members to ensure the efficient operation of the Club.

Direct Relationships:

- Sponsorships and Fundraising Coordinator
- Fundraising and Small Sponsorship Officer
- Uniform and Merchandise Coordinator
- Photo Coordinator
- Club Awards Officer

Responsibilities	<ol style="list-style-type: none"> 1. Prepare the annual budget of the FFC for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive). 2. Ensure all Executive Committee and General Committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee. 3. Promptly attend to general banking activities 4. Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts. 5. Report monthly to the Club Committee on budget performance. 6. Present all accounts for payment for approval 7. Prioritise payment of accounts 8. Oversee and seek reports of all other accounts held by sections of the Club 9. Manage any overdraft facility held by the Club 10. Ensure any surpluses are invested wisely after approval by the Committee 11. Manage project and grant funding 12. Ensure all taxation commitments are met by the Club 13. Issue tax certificates to employees as required under the Act
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	<ul style="list-style-type: none"> 14. Ensure the Club finances are correctly audited 15. Report activities of the portfolio to the membership at the Annual General Meeting 16. Represent FFC at WAFC and PFL formal events when required 17. Participate with the Executive Committee to create and maintain the club's overall vision, strategic goals and values. 18. Lead, contribute and guide a positive behavioural culture within the FFC 19. Assist other Committee members in their duties as required 20. Assist Executive Committee with FFC operational requirements
Hours	<ul style="list-style-type: none"> 1. Approx 5-10 hours per week
Availability	<ul style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Attend Junior Games when required 4. Attend Seniors Games when required 5. Attend all major club events 6. Attend external events when required
Desirable Skillsets / Qualifications	<ul style="list-style-type: none"> 1. Well-developed communication and computer skills 2. Well-developed written skills 3. Be able to present to parents / participants / stakeholders 4. Well-developed organisational skills 5. Sound understanding of Financial Balance Sheets and Profit and Loss Statements 6. Be able to use or learn online financial software