

# Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806  
P.O Box 183, Berwick, 3806



**Subject:** Job Description  
**Title:** Treasurer  
**Reports to:** President and Executive Committee

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<b>1</b>	<b>Basic Functions</b>
a)	To guide all parties to ensure that the Club's financial management practices and records are accurate and readily accessible as required.
b)	Compliance and accountability with Club policies.

<b>2</b>	<b>Specific Responsibilities</b>
a)	To keep accurate and detailed financial records detailing the financial affairs of the club.
b)	To provide full details of all expenditure and receipts associated with the club.
c)	To receive and collect all monies and make payments authorised by the Committee.
d)	To assist with the preparation of an accurate financial budget of the proposed expenditure and income for the ensuing financial year/years.
e)	To assist in the preparation and review of the materials and equipment budgets in conjunction with the Vice President - Football.
f)	To assist in the preparation of any financial records for review or audit as required by any Government Department or League.
g)	To ensure that annual budgets are met and that the Annual Financial Report is tabled at the Club Annual General Meeting
h)	Coordination of key registrar.

<b>3</b>	<b>Entry Qualifications and Experience</b>
a)	Must have financial / book keeping experience.
b)	Must be able to meet reporting deadlines
c)	Must be highly organised and have the ability to communicate with all levels.

<b>4</b>	<b>Role Requirements</b>
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Treasurer  
Name: \_\_\_\_\_  
Signed: \_\_\_\_\_

Witnessed by:  
Position: President  
Name: \_\_\_\_\_  
Signed: \_\_\_\_\_