



SOUTH METROPOLITAN CRICKET ASSOCIATION

Position Description

Treasurer

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt and modify to their needs.

Job Purpose	The role of the Treasurer is to be responsible for the financial supervision and performance of the Association. The Treasurer is required to regularly report on the Association financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.
Job Responsibilities	The primary responsibilities for the role of Treasurer are: • Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval. • Maintain up to date records of all income and expenditure over the course of the year. • Manage the Association's cash flow including issuing receipts, depositing all monies received in the Association bank account and approving payments promptly. • Prepare and distribute invoices/accounts for services rendered. • Pay all the expenses associated with the running of the association • Manage Honorarium payrolls • Report financial activities to the membership at the AGM. • Act as the signatory on the Association bank accounts, cheque accounts, and investment and loan facilities (alongside Administrator or Secretary). • Be fully always informed about the financial position of the Association • Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required. • Prepare all necessary financial statements for inclusion in the annual report. • Work with the Secretary to keep accurate record of all membership payments.
People Management	Nil
Budget Management	Yes

JOB HOLDER CAPABILITIES	
Qualifications and Experience	• Previous experience in a treasury or leadership role in a not-for-profit, volunteer-based organisation is preferable. • Previous experience with financial control and budgeting • Experience with fundraising
Knowledge and Skills	• Financial background and awareness of accounting procedures. • Good communication skills, including written and oral. • Honesty and trustworthiness. • Ability to keep accurate records. • Strong attention to detail. • Ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books. • Well-developed decision-making skills. • Experience with planning and operations.