



POSITION DESCRIPTION



BELEURA JUNIOR FOOTBALL CLUB INC.

Date: JANUARY 2015

Title: Treasurer

Accountability: President & Executive Committee

Description:

- To manage and oversee the club finances and all issues relating or directly involved with the financial position of the club.
- To ensure that the finances are administered in a professional manner which will ensure the club's immediate and long term financial 'off field' success.

Responsibilities:

- Prepare a budget and historical analysis of the club's finances.
- Create and distribute monthly reports on the 'off-field' financial performance of the club
- Create and distribute monthly reports on budget performance and upcoming expenditure
- Prepare and issue invoices and receipts to all players, members, sponsors and service providers.
- Ensure all invoices issued to the club are reconciled and paid
- Create and participate in creating forward planning strategies for the 'off field' development of the club.
- Prepare financial year end financial reports and lodge.

Key Criteria:

- Ensure that all statutory requirements are up to date.
- Ensure that bank reconciliations are up to date.
- Ensure that all accounts are paid in a timely manner
- Ensure that all MPJFL financial issues are up to date
- Create a full financial analysis for the club's annual report that is presented at the AGM
- Ensure that the Annual statements are accurate and timely.

Internal/External Relationships:

- All committee members
- Service providers
- MPJFL
- Statutory authorities

Signed: Craig Neil (President)

Date: 14 January 2015