



POSITION DESCRIPTION

TREASURER

ORGANISATION DETAILS

Organisation	
Term of appointment	
Hours per week	

POSITION OVERVIEW

The Treasurer is responsible for the financial management of the organisation.

ORGANISATIONAL RELATIONSHIPS

Internally Accountable to: Executive Committee, Organisational Members and Volunteers

External: Office of Fair Trading, State Sport Body/Association, Logan City Council and Councillors

KEY RESPONSIBILITIES

- Manage and maintain all the organisations financial documents/information;
- Prepare budgets;
- Prepare and update the organisations books;
- Prepare and present financial reports for committee meetings, as required;
- Pay all invoices received;
- Bank all monies received;
- Record all monetary transactions for the organisations (payments and monies received);
- Coordinate, prepare and provide the annual financial audit;
- Assist in the development of budgets for grant funding submissions, as required; and
- Assist in the development of sponsorship agreements, as required.