

JOB DESCRIPTION – TREASURER

The Treasurer is the chief financial management officer for Matamata Swifts AFC.

Responsible To

The Treasurer is elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and is directly responsible to the President and the members of Matamata Swifts AFC.

The Treasurer may chair the Finance Committee should such a group ever be needed.

Responsibilities and Duties

The Treasurer should:

- Ensure an annual budget is prepared and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the annual audit.
- Can maintain confidentiality on relevant matters.

Period of Appointment

The Treasurer is appointed for a term of one year.