



NPSC Executive Committee - Club Treasurer & Public Officer

Reports To:	President and Executive Committee
Job Inductor:	Bruce Watson
Purpose of Role:	Club financial management and planning.
Key Tasks and Responsibilities:	
Financial reports and record keeping (general)-	<ul style="list-style-type: none"> ▪ Maintain financial records and Club bank account. ▪ Prepare statement for each committee meeting showing all new income and expense transactions (complete and pending) and a reconciled figure for cash at bank. ▪ Liaise with Grounds and Equipment Manager to maintain an asset register and perform end of season stock take.
Expense payments	<ul style="list-style-type: none"> ▪ Bank all received monies promptly. ▪ Process and verify invoices and accounts presented by the club's creditors. Obtain documentation supporting transactions. Present payments for committee approval prior to processing. ▪ Prepare and send off cheques (with mandatory two signatures) once payments are approved. ▪ Assist Club Secretary and Registrars to ensure all members are currently financial.
Statutory duties (public officer)-	<ul style="list-style-type: none"> ▪ Ensure AGM is held within five months after the end of the association's financial year and submit annual financial statement to members at the meeting. ▪ Lodge Annual Statement by Public Officer with Registrar, Consumer Affairs Vic within one month after the AGM.
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Able to use computer, Quickbooks (or similar) and e-mail. ▪ Awareness of procedures for handling cash, cheques and other financial transactions and of information that needs to be kept for the annual audit.
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Good club person with enthusiasm and energy. ▪ Organizational, interpersonal and time management skills. ▪ Reliability and attention to detail. ▪ Energy and enthusiasm
Timing:	
Approx hours per week	1-2
Frequency of work-	Monthly committee meetings, AGM. Some visits to training or matches where business cannot be done electronically.
Length of commitment	One year elected at AGM