

Position: Treasurer Organisation: United Starz Netball Club

Position Summary:

The Treasurer of United Starz Netball Club plays a crucial role in managing the club's financial affairs, ensuring transparency, and facilitating responsible financial planning. This role involves overseeing the club's finances, budgeting, and reporting to the committee and club members. The Treasurer is a key figure in ensuring the club's financial stability and success.

Key Responsibilities:

1. Financial Management:

- Oversee the club's financial activities, including budget development, financial reporting, and fund management.
- Maintain financial records and ensure compliance with financial regulations.

2. Budgeting:

- Collaborate with committee members to develop an annual budget that aligns with the club's goals and priorities.
- Monitor and adjust the budget as needed throughout the year.

3. Financial Reporting:

- Prepare and present financial reports for committee meetings, including income statements, balance sheets, and cash flow statements.
- Provide regular financial updates to club members.

4. Banking and Transactions:

- Manage the club's bank accounts, process payments, and ensure the secure handling of funds.
- Verify and approve club expenses and reimbursements.

5. Fundraising and Sponsorships:

- Collaborate with the committee to identify fundraising opportunities and support their execution.
- Assist in securing sponsorships and donations to support the club's financial needs.

6. Auditing and Compliance:

- Coordinate annual financial audits, as required, to ensure accurate financial reporting.
- Ensure compliance with tax and financial regulations relevant to the club.

7. Financial Planning:

- Participate in long-term financial planning to ensure the club's financial sustainability and growth.

- Identify opportunities for cost savings and revenue generation.

Qualifications:

- Strong financial management and accounting skills.
- Attention to detail and a high level of accuracy in financial record-keeping.
- Familiarity with financial software and tools.
- Excellent communication and teamwork skills.
- A commitment to the club's mission and values.

Time Commitment:

The Treasurer position is expected to require a significant time commitment, particularly during budget preparation and audit periods. The role may involve several hours per week, with variations depending on club activities. This is a volunteer position, and the term is typically 1 year, as determined by the club's constitution.

How to Apply:

Interested individuals should go to our social media pages and select the Forms link.

All nominees should attend USNC AGM to be voted in by the current committee.

Serving as the Treasurer of United Starz Netball Club is a unique opportunity to contribute to the club's financial health and sustainability. If you possess the necessary financial expertise and a dedication to the club's mission, we encourage you to apply for this significant role.