

# **Treasurer – Job Description**

## **Role Overview**

The Treasurer is responsible for ensuring the Club's financial affairs are managed accurately, transparently, and in accordance with the Club Constitution, Standing Resolutions, and all relevant regulatory requirements. The role ensures that all funds are properly accounted for and safeguarded.

Formal accountancy qualifications are not essential; however, familiarity with bookkeeping, banking procedures and Excel spreadsheets is desirable.

## **Key Responsibilities**

### **Financial Management & Controls**

- Ensure clear and accurate financial records are maintained at all times.
- Establish and maintain processes for handling Club funds to minimise the risk of loss or theft.
- Maintain control of the electronic deposit reader (Square) for use at general meetings.
- Ensure all payments are approved or ratified by the Management Committee.
- Ensure Club funds are banked within two working days in compliance with insurance requirements.
- Maintain control of door prize cash
- Reconcile bank accounts and cash book balances monthly.
- Close the books at the end of the financial year and submit accounts for audit, review, or certification as required.

### **Banking & Payments**

- Ensure the Club maintains appropriate bank account(s) with EFT and electronic deposit reader (Square) facilities.
- Arrange and manage EFT payments, ensuring electronic countersignature, two authorised signatories, with at least four signatories available (typically President, Vice President, Secretary, and Treasurer).
- Update bank signatories following the Annual General Meeting or whenever changes occur.
- Pay all approved accounts by EFT.
- Process reimbursements upon receipt of appropriate documentation.
- Make all reimbursements and event refunds by direct deposit into the member's nominated bank account.

## **Reporting & Meetings**

- Attend all Committee meetings.
- Prepare and submit a detailed monthly Treasurer's report to the Committee.
- Present a summarised financial statement at General Meetings.
- Prepare and present the Treasurer's financial report at the Annual General Meeting (AGM).
- Provide financial reports to the Secretary in sufficient time for distribution with meeting agendas.

## **Budgeting & Subscriptions**

- Prepare an annual budget, taking into account the Club's financial position and commitments.
- Recommend annual membership subscription fees and new member joining fees.
- Ensure all members are financial.
- Collect membership renewals and submit payments to PSPL promptly.

## **Fees, Taxation & Compliance**

- Meet all taxation and statutory requirements applicable to the Club.
- Be aware of and comply with government concessions and taxation obligations for a Probus Club.
- Arrange payment of PSPL Annual Administration and Insurance Fees by 30 April each year.
- Maintain compliance with Club accreditation requirements. (Fair Trading)

## **Events & Activities**

- Reconcile monies collected for outings and events.
- Liaise with event contact to ensure correct payments are made.
- Resolve any incorrect payments directly with members and/or event contacts.

## **Assets & Records**

- Maintain an up-to-date asset register, including:
  - Purchase or market value (with date of purchase)
  - Depreciated value (for annual financial statements)
  - Officer responsible for each asset (if applicable)
- Ensure all financial paperwork for each financial year is stored together and organised for easy access.

## **Handover & Succession**

- Before vacating office, brief the incoming Treasurer on all duties, outstanding matters, and decisions yet to be implemented.
- Hand over all financial records, documentation, and access details.

Concise version

## **Treasurer – Role Description**

### **Purpose**

The Treasurer is responsible for managing the Club's finances and ensuring all funds are accurately recorded, securely handled, and properly reported. No formal accounting qualifications are required; basic bookkeeping skills and a willingness to learn are sufficient.

### **Key Responsibilities**

- Maintain clear and accurate financial records.
- Ensure appropriate controls are in place to safeguard Club funds.
- Manage the Club's bank account, including cheque and electronic payments.
- Ensure all payments are approved and signed by authorised signatories.
- Collect and bank all Club monies within two working days.
- Pay approved accounts, reimbursements, and refunds by direct deposit.
- Reconcile bank accounts and cash balances monthly.
- Prepare brief financial reports for Committee and General Meetings.
- Assist in preparing the annual budget and recommend membership fees.
- Ensure members are financial and submit required fees and returns to PSPL by due dates.
- Reconcile income and expenses for Club outings and events.
- Maintain an up-to-date register of Club assets.
- Prepare end-of-year accounts for audit and the Annual General Meeting.
- Keep all financial records organised, secure, and accessible.
- Brief and hand over all records and information to the incoming Treasurer at the end of the term.