



TREASURER

POSITION DESCRIPTION

TERM	One Year <i>Following appointments will be Two Yearly to offset with President.</i>
PURPOSE & ROLES	The Treasurer is responsible for managing the Association's finances in accordance with the Constitution and applicable laws. The role ensures financial transparency, accountability, and compliance with reporting obligations. A successful Treasurer combines attention to detail with strong organisational and analytical skills, ensuring the Association remains financially sustainable.
KEY RESPONSIBILITIES	• Manage all Association funds and accounts in accordance with the Constitution. • Maintain accurate financial records and present regular financial reports to the Management Committee. • Prepare annual budgets, forecasts, and cashflow analyses. • Ensure timely payment of invoices and collection of fees, levies, and sponsorships. • Oversee preparation of the Association's annual financial statement and coordinate external audit. • Ensure compliance with financial governance obligations under the Associations Incorporation Act 1981 (Qld). • Support funding applications and grant acquittals where required. • Provide financial advice to the Committee and promote responsible spending.
QUALIFICATIONS AND SKILLS	• Prior experience in finance, bookkeeping, or accounting. • Familiarity with accounting software (e.g. Xero) and financial reporting principles. • Strong attention to detail and analytical ability. • Understanding of not-for-profit or sporting association finance preferred. • Integrity and confidentiality in handling financial data. • Current Blue Card or eligibility to obtain one.
ADDITIONAL CONSIDERATIONS	• The Treasurer must be available to sign or approve electronic transactions in accordance with the Constitution. • The role is voluntary and unpaid, however approved expenses may be reimbursed. • Position descriptions may be amended from time to time as approved by the management committee.