

## PAPAMOA FOOTBALL CLUB TREASURER JOB DESCRIPTION

### Papamoa Football Club Treasurer 'Profile'

The Treasurer is the chief financial management officer for Papamoa Football Club.

### Responsible To

The Board Committee Members report directly to the Management Board / Committee of Papamoa Football Club.

### Skills

Ideally, in this position a Board / Committee Member can demonstrate the following skills:

- Can communicate effectively and work as part of a team.
- Can disagree without being disagreeable.
- Willingness to learn.
- Must make time to ensure the role is completed.
- Impartiality
- Ability to work to a timeline.
- Proactive
- Active interest in all areas of the club

### Main Duties & Responsibilities

In summary, the Treasurer is responsible for:

- General oversight and safeguarding of club finances.
- Banking of funds received and payment of expenses/bills.
- Financial record keeping.
- Operating the clubs Friendly manager and Xero function

General oversight and safeguarding of club finances :

- Ensure appropriate financial systems and controls are in place.
- Send out accounts/invoices for outstanding subs before the end of the season.
- Chase outstanding subs.
- Report regularly to committee meetings, ideally Income and Expenditure Report, Balance Sheet, List of Payments for Approval, and other special reports as identified from time to time.
- If able, ensure annual financial statements are prepared in time for presentation at the AGM or work with the club accountant to ensure availability.

The estimated time commitment required as the Treasurer of Papamoa Football Club is 1.5 hours per week with a busy period in Feb-April.

Last updated December 2023.

