**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

|  |  |
| --- | --- |
| **Position Title:** | **Treasurer** |
| **Reports to:** | Executive & General Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

|  |
| --- |
| **Primary Purpose of Position** |
| * Provide management of the Association/Club and its financial dealings
 |

|  |
| --- |
| **Key Responsibilities** |
| * Prepare and monitor annual Budget
* Be fully aware of the financial position of the association at all times and notify the Committee of all financial trends and any areas of concern
* Ensure financial and treasurer reports are available and understood at all committee meetings
* Provide evidence that money received is banked and documentation provided for all money paid out
* Present a Balance Sheet and statement of income and Expenses at the annual general meeting
* The banking of cash within seven days of receipt, security of petty cash and the bank accounts, eg. The cheque books and the transfer of money between accounts
* Pay accounts passed for payment and send out accounts as required
* Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
* Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
* Invest surplus funds and mange Association investment program if applicable
* Ensure the Annual business returns and Business Activity Statements (including GST) are files as required by State and/or Federal legislation
* On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required
* Acquit funds received from Government and /or local Council grants and submit necessary financial statements
* Determine annual registration fees for players and non-playing members
* Uphold Constitution, By-Laws, rules, policies and procedures of the Association
 |

|  |
| --- |
| **Knowledge, Skills & Abilities** |
| * Relevant tertiary qualifications in accounting/finance
* Accounting and finance experience
* Ability to allocate time maintain records and books in a logical manner
* Able to keep good records and manage financial records electronically
* Aware of information which is needed to be kept for annual audit
* Experience in financial risk management
* Well organised and able to work in a logical orderly manner
* Ethical, honest and trustworthy and dedicated to the association
 |

|  |
| --- |
| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
 |