



C2 – Role Description – Treasurer

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

General Purpose of Role

The key purpose of this role is to maintain accurate and up to date financial affairs of the football club. This role requires active involvement with the Registrar, suppliers, Canteen Manager and President to ensure the success and growth of the MJFC.

Key Specifics of Role

- Attend club committee meetings and provide input to relevant topics
- Receive incoming correspondence (via email or from Secretary from the PO Box) mainly being bank statements and invoices
- Check invoices are correct and arrange payment by cheque, cash or online processing (two authorising parties are required to make cheque or online payments)
- Issue receipts and promptly deposit all monies received
- Work with Registrar to ensure all registered players are financial
- Provide kidsport applications to players, submit them to the relevant shires, prepare invoice for payment
- Work with canteen manager, club president and merchandising manager to ensure they are holding minimal cash on hand and that they are maintaining accurate records in relation to their cash spending and receipts.
- Follow up outstanding funds from fundraising ie chocolate money
- Prepare bank reconciliation
- Prepare budget for the forthcoming year
- Report Financial situation to club at monthly meeting
- Prepare end of year income and expense report
- Ensure all invoices and relevant documents are to hand and submit financial information to external auditor at the end of the calendar year.

Additional Responsibilities

- Ensure correct signatories are maintained on the bank account