



NSWISA Job Description – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Association to allow the Committee to provide good governance. The Treasurer is responsible to report on the Associations financial status to both the Committee and the Club members.

Desirable Attributes:

1. Good Organisational Skills
2. Has financial expertise
3. Ability to maintain accurate records
4. Good Computer skills
5. Good communication skills

Specific duties include but are not limited to:

1. Provide advice to the Committee re the Associations finances
2. Administer all financial affairs of the Association with the support of the NSWISA Administration staff
3. Budgeting
 - a. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
 - b. Manage Event budgets (Competitions, Training & Development) with the input of relevant Committees
4. Strategic Plan- Develop in conjunction with the Executive and Council
5. MYOB
 - a. Post General Journals for accruals/liabilities
 - b. Post payments & receipt entries. Most receipts are managed via Paypal which reduces the amount of data entry
 - c. Monitor actual vs budget, investigating variances
6. Monthly financial reports – present at monthly committee meetings
 - a. Balance Sheet
 - b. Profit & Loss- Actual vs Budget
 - c. Bank Reconciliation
 - d. BAS- Quarterly



7. Salary & Wages-
 - a. Maintain financial support documents and ensure
 - b. Wages are paid monthly
 - c. PAYG is accrued monthly
 - d. Super Guarantee accrued monthly
 - e. Staff salary/reward reviews in conjunction with the Executive

8. BAS- quarterly reconciliation & payment to Tax Department of
 - a. BAS
 - b. PAYG
 - c. Super Guarantee

9. Term Deposits
 - a. Review & make recommendations
 - b. Manage re-investment

10. Signatories
 - a. Approve payments (cheque or online)
 - b. Ensure the Association has at least two signatories for payments. These can be Office Bearers of the Association or such other persons as may be authorised by the Council from time to time

11. Financial Policies & Procedures- Ensure development and Committee review of financial policies and procedures

12. Grants
 - a. Facilitate search for relevant grants with support of Admin staff
 - b. Submit applications with support of Admin staff
 - c. Discharge applications with support of admin staff

13. Annual Audit
 - a. Preparation December
 - b. Audit communications January to March
 - c. Maintain Checklist to support the annual audit
 - d. Communicate with, and respond to the Auditor as required
 - e. Support required auditing processes
 - f. Utilise NSWISA Admin staff as required

14. AGM- annual
 - a. Treasurers Report
 - b. Present annual financial report at AGM



15. Annual Calendar Schedule

- a. Begins August each year in conjunction with Council
- b. November latest, confirm ice with rinks
- c. Schedule complete & confirmed during November