TREASURER POSITION DESCRIPTION

Position Title:	**Treasurer**		
Reports to:	Executive Committee	**Direct Reports:**	Committee and workforce
Employment Status:	Volunteer		
Time Commitment	5 – 10 hours per week based on time of season		
Manningham Netball	Manningham Netball is a not for profit, member based association which is governed by a volunteer General Committee and is affiliated with Netball Victoria. **Our Purpose** – To provide an inclusive and rewarding netball community where people of all ages and aspirations can participate and thrive through meaningful experiences, both on and off the court. **Our Values** BELONG – everyone has a place in our community ENJOY – fun + friendship + smiles RESPECT – we treat everyone with fairness, kindness and equality GROW – collaborate, innovate, develop and strive to be your best SUSTAIN – we act with integrity to build for future generations		
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 Manningham Netball, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. **Manningham Netball's 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. MNA 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 and its financial dealings
- Keep financial records of the Association in accordance with the Act

Key Responsibilities

- Prepare and monitor annual Budget
- Always be fully aware of the financial position of the association 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
- Ensure that all moneys received are paid into the account of the Association within five days of receipt
- Must ensure that at least one other committee member has access to the accounts and financial records of the Association.
- Make payments to MNA's workforce as per the agreed schedule

- Make any payments authorized by the Committee or by a general meeting of the Association from the Association funds
- Ensure all payments are approved by yourself and a committee member with banking authority
- 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
- Mange Association investment program if applicable
- 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
- Make recommendation of annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Accounting and finance experience (preferred)
- 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
- Well organised and able to work in a logical, orderly manner
- Ethical, honest and trustworthy and dedicated to the association
- Can maintain confidentiality on relevant matters

Other Requirements

- Working with Children Check