

Position	Category	Position Description Completed
Treasurer	Board Member	19 July 2021
Reporting to/Responsible to		Authority
PLSLSC Board		Board Member voted at AGM

## PURPOSE STATEMENT

The PLSLSC treasurer is responsible for ensuring correct financial management and reporting is adhered to within the PLSLSC accounts

## ROLE & RESPONSIBILITIES

### The Treasurer is responsible for:

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Preparing and managing the area budgets into an overall club budget.
- Ensuring budgets and expenditure is managed IAW the PLSLSC delegations' policy.
- Ensuring effective receipting and payment of all monies on behalf of the Club.
- Ensuring affective cash management and that suitable banking arrangements for PLSLSC monies are maintained.
- Ensure the proper maintenance of books of records.
- Oversee the preparation and lodgement of BAS Statements and any other documents required by the Australian Tax office or the Australian Charities and Not-for-profits Commission as and when required.
- Keep an up to date register of Executive Board who are signatories for the Club and ensure outgoing Executive Board are removed from the same.
- Maintaining a Club Asset Register.
- Overseeing grant applications and ensuring appropriate reconciliation.
- Liaising with PSLSC Secretary to ensure the entity is compliant with relevant legislation and regulations, and requirements of the Australian Charities and Not-for-profits Commission (ACNC) and Consumer Affairs Victoria.
- Liaising with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Maintaining the surf club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation.
- Monitoring the actual v budget results on a monthly basis.
- Monthly preparation of bank reconciliation and profit and loss comparing actual to budget for Board review.
- Preparing statutory returns and reports as required, specifically Activity Statement for the ATO.
- Producing relevant and timely financial reports and submit these to Board members as required and ensure they are understood.
- Seeking explanations for material variation >15% so the Board can be advised.
- Supervising the PLSLSC bookkeeper.
- Providing oversight of PLSLSC financial governance and compliance.
- Providing oversight of fundraising activities.

## KNOWLEDGE AND SKILLS REQUIRED

**Essential**

- Be a current, financial member of PLSLSC.
- Completed SLSA's Safeguarding Young People awareness training.
- Working with Children Check
- Experience in financial management
- Business management skills.

**Desirable**

- Accounting qualifications
- AICD (or equivalent) company directors' qualification
- Board/committee experience