



**NATIONAL CLUB  
ACCREDITATION SCHEME**

## Capalaba Football Club Position Description - Treasurer

### POSITION TITLE:

Treasurer

### OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

### RESPONSIBILITIES:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.

### RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.



Capalaba Football Club Inc.  
ABN 59 140 862 945  
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,  
CAPALABA QLD 4157  
PO Box 34 CAPALABA QLD 4157  
Telephone: (07) 3823 1312



**NATIONAL CLUB  
ACCREDITATION SCHEME**

**ACCOUNTABILITY:**

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

**ESSENTIAL SKILLS:**

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

**DESIRABLE SKILLS:**

- Financial accounting experience.
- Negotiating skills.
- Computer skills.



Capalaba Football Club Inc.  
ABN 59 140 862 945  
[www.capalababulldogs.com](http://www.capalababulldogs.com)

John Fredericks Park, Old Cleveland Road,  
CAPALABA QLD 4157  
PO Box 34 CAPALABA QLD 4157  
Telephone: (07) 3823 1312