| **Position Title:** | **Treasurer** |
| --- | --- |
| **Reports to:** | Executive & General Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** | MRNA Netball Season – March – September (approx) |
| **Commitment to Child Safety** | We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing.  As part of that dedication to health and wellbeing, Kyneton Netball Association (KNA) is committed to ensuring the safety of all of its members, particularly Children and Young People. KNA follow the Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks KNA has in place. ​ |

| **Primary Purpose of Position** |
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| * Provide management of the Association/Club and its financial dealings
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| **Key Responsibilities** |
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| * Prepare and monitor annual Budget
* Be fully aware of the financial position of the association at all times 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
* The banking of cash within seven days of receipt, security of petty cash and the bank accounts, eg. The cheque books and the transfer of money between accounts
* Pay accounts passed for payment and send out accounts as required
* 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
* Invest surplus funds and mange Association investment program if applicable
* Ensure the Annual business returns and Business Activity Statements (including GST) are files as required by State and/or Federal legislation
* 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
* Determine annual registration fees for players and non-playing members
* Uphold Constitution, By-Laws, rules, policies and procedures of the Association
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| **Knowledge, Skills & Abilities** |
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| * Relevant tertiary qualifications in accounting/finance
* Accounting and finance experience
* 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
* Experience in financial risk management
* Well organised and able to work in a logical orderly manner
* Ethical, honest and trustworthy and dedicated to the association
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| **Other Requirements** |
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| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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