

Treasurer

CLUB NAME: Aspendale Cricket Club



DESIRED SKILLS

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

KEY ROLES & 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
 - Maintain up to date records of all income and expenditure
 - Maintain the club's cash flow and level of petty cash
 - Prepare and distribute invoices/accounts for services rendered
 - Attend monthly club committee meetings and provide a financial report
 - Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
 - Oversee and seek reports of all other accounts held by sections of the Club
 - Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
 - Report activities of the portfolio to the membership at the AGM
- Be one of several signatories – two on each club cheque

To express your interest or find out more about this role, please contact:

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