

**Position Title:** Treasurer

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Club President and Executive Committee

**Term:** 1 year – Renewable

**Position Description:**

The Treasurer of the Boronia Buffaloes Basketball Club is responsible for managing the club’s finances, including budgeting, record keeping, and financial reporting. This role is critical to ensuring the financial stability and transparency of the club’s operations. The Treasurer works closely with the committee to ensure all financial transactions are handled responsibly and in compliance with club policies.

**Key Responsibilities:**

Financial Management:

* Oversee the collection, banking, and disbursement of club funds.
* Maintain accurate and up-to-date financial records.
* Monitor the club’s budget and cash flow.

Reporting & Compliance:

* Prepare and present regular financial reports to the committee.
* Ensure compliance with relevant financial regulations and reporting deadlines.
* Support preparation of end-of-year financial statements and audits (if required).

Budgeting & Planning:

* Assist in preparing annual budgets and forecasts.
* Advise the committee on financial implications of decisions.
* Help plan for major expenses and funding opportunities.

**Preferred Skills & Attributes:**

* Financial literacy and basic bookkeeping skills
* Familiarity with spreadsheets or financial software
* Strong attention to detail and integrity
* Ability to explain financial information clearly to others

**Time Commitment:**

Involves regular attention throughout the year, with higher demands during budget planning, reporting periods and season start due to fees payable during that period.
Attendance at committee meetings is essential.