



NCCC Treasurer role description 2016/17



Title - Treasurer

Reports to – President and club committee

Position Statement – Overview and manage club financial matters

Strategic Relationships -

- President/Business Administrator/Secretary/Cricket/Director of Cricket/Membership Officer/Social Coordinator/Sponsorship Officer and various club stakeholders

Key Working Documents – club policies

Job Tasks

- Prepare and monitor club budget
- Maintain club books and accounts
- Oversee banking and keep proper records and documentation of all payments and monies received
- Oversee payment of bills and forwarding of accounts
- Ensure reports are available for Club Committee as required
- Ensure club auditing processes are completed for annual meeting and governing body financial requirements are met.
- Maintain register of unfinancial players in conjunction with the membership Officer.

Equipment and Resources -

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and basic program competencies.
- Thorough knowledge of accounting and good business practices

Attendance Requirement

- Committee, AGM and general meetings

Remuneration – reimbursement of expenses/honorarium

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.