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| Volunteer Position Title: | Club Leadership Team – Treasurer |
| Team / Program: | Club Leadership Team |
| Time Commitment: | Minimum 2 years Approximately 3-5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends. |
| Reporting To: | Chair - Club LT |
| Screening / Training / Accreditation Requirements: | <ul style="list-style-type: none"> • Police Check • Reference Checks |

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| Description of the volunteer role: |
| <p>The Club Treasurer will be responsible for providing sound financial management, governance and administrative support to ensure the club is able to deliver on its development objectives.</p> <p>Operationally, the Treasurer is responsible for the accurate accounting of monies received by the Club including all related banking activities. In addition, the Treasurer is responsible for ensuring the Club has effective processes and controls in place to maintain proper financial stewardship of funds under its care.</p> <p>The Treasurer will be required to provide timely financial reporting to the Club LT whilst advising on financial strategy, fundraising and budgeting activities to ensure agreed outcomes for the Club are met.</p> <p>The ideal candidate will have a sound understanding of financial accounting with demonstrated experience of effectively managing capital and/or assets.</p> |

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| Key Responsibilities: |
| <ul style="list-style-type: none"> • Maintain and provide club financial reports as requested. Reports to comply with required accounting standards, SOA policies, relevant Charitable Fundraising Acts and ATO charity guidelines. • Support the annual budget preparation and planning process for the club • Keep a proper record of all payments and monies received • Maintain an accurate register of assets and conduct annual stock take • Prepare and provide the Treasurers report at Club LT meetings and on ad-hoc basis when requested by the Chair • Oversee compliance with the SOA code of conduct by all members of the Club • Compliance with all WH&S legislation and SOA WH&S Policy |

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| Competencies, Skills, Experience, and Education: | | |
| Competencies | Essential | Desirable |



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| / Skills | <ul style="list-style-type: none"> • Excellent organisation and communication skills • Strong attention to detail • Knowledgeable in recognised accounting principles • Good time management skills • Strong computer literacy and capability to maintain accurate records | <ul style="list-style-type: none"> • Advance Microsoft Excel skills • Hands on experience with accounting software packages |
| Experience / Education | Essential | Desirable |
| | <ul style="list-style-type: none"> • Minimum of 3 years relevant experience in a financial management role | <ul style="list-style-type: none"> • Previous experience as a treasurer in a comparable organisation • Previous experience with a not for profit or disability organisation • Hold or studying towards a CA or CPA qualification |

| Performance Area | Key Tasks | Performance Indicators |
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| Club LT | <ol style="list-style-type: none"> 1. To be responsible for the receipt and payment of monies on behalf of the Club LT in line with ATO guidelines and consistent with SOA mission 2. To ensure the club complies with relevant accounting standards, SOA policies and the relevant Charitable Fundraising Acts. 3. To prepare and present an annual budget to the Club LT and members at the AGM 4. To prepare and present financial reports and statements as required by the Club LT, Zone LT and SOA Finance team 5. To maintain a register of assets held by the Club LT and to conduct annual stock takes of those assets. 6. Attend treasurer meetings as required 7. To update Club LT on key financial matters pertaining to club activities | <ol style="list-style-type: none"> 1. High quality attention to proper recording and monitoring of cash collection/receipting as well as payments. 2. Ensure the club satisfies any audit carried out and complies with all standards and policies as set by SOA 3. Annual budget and reports available within agreed timeframes 4. Able to prepare and present reports and statements as required 5. Annual stock take performed and accurate asset register available upon request 6. Be available for treasurer meetings from time to time as required 7. Club LT informed of material financial impacts affecting the club promptly |

| Key Relationships And Interactions: | |
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| Internal | SOA Executive Team and staff, Zone LT and members, Club LT and members |
| External | Sponsors and partners, local government |

| Special Olympics Vision, Mission, About Us, and Athletes Oath | |
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| SOA Vision | Everyone with an intellectual disability has the opportunity to participate in sport |
| SO Mission | We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life. |

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| About Us | Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia. |
| Athletes Oath | "LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT." |