

PANSW Treasurer Job Description

JOB TITLE: Treasurer

JOB TYPE: Financial management and reporting

PURPOSE OF THE POSITION

To manage, report on and be accountable for all financial aspects of PA NSW business.

DUTIES/RESPONSIBILITIES

- Maintain financial statements and records of all PA NSW transactions to an auditable standard.
- Provide accounts in a transparent and accurate manner.
- Administer all PA NSW financial obligations including:
 - ⇒ All financial returns such as BAS,
 - ⇒ Paying SEO wages, superannuation and insurance.
- Payment of invoices as required.
- Issuing invoices as required.
- The provision of reports and or advice to the Board and the NSW Council as required.
- Provide advice to the Board and Council on options to enhance financial management and outcomes for NSW polocrosse in the longer term.

SKILLS

- *Excellent computer skills*
- *Background in finance and budgeting or suitable aptitude and willingness to learn*
- *Organised and able to meet deadlines*
- *Good time management and communication skills*
- *Ability to present information in a clear and logical manner*

PERFORMANCE GOALS

<i>Presentation of Financial statements, budgets and reports for Board and Council meetings</i>	Timeliness Accuracy Clarity
<i>All Financial requirements of the PA NSW, such as BAS and Annual Financial Returns and Audits are undertaken and reports provided on time</i>	Timeliness Accuracy
<i>Budgets are developed and maintained to enable forward planning by the Board and Council</i>	Innovation Achievable
<i>Transparent reports that allow all members to understand PA NSW sources of income and expenditure down to activity level</i>	Understandability

REQUIREMENTS

- **Organisation:** The Treasurer needs to be highly organised.
- **Workload:** The time required to perform the role varies significantly through the year, but requires regular input and maintenance of a watching brief.
- **Communication:** The Treasurer should be proactive in communicating any issues with the Board and SEO.
- **Equipment:** A computer and email account.
- Willingness to learn and use a basic bookkeeping program