



# West Auckland Association Football Club

## Treasurer Role Description

The Treasurer is a voluntary position and is the chief financial management officer of the West Auckland AFC (WAAFC) and has overall responsibility for the financial administration.

**Responsible to** Executive Chairperson

**Responsibilities  
& Duties**

- In conjunction with the Chairperson, Vice Chairperson and Secretary aid in the preparation of the annual budget and monitor it carefully.
- Monitors the financial activity of the club to ensure long term sustainability and reports any financial risk to the club executive.
- Ensure the club's accounts are up-to-date and accurate.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings. The reporting needs are determined by the Executive Committee and should include all transactions, cashflow and budget analysis.
- Show evidence as required that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills as they become due.
- Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.
- Meet all WAAFC reporting requirements as they become due or are requested.
- Evaluate personal performance annually reporting to Chairperson and ensure succession of own position if applicable.
- Review own position description to ensure accuracy and submit potential changes to the Executive Committee.

**Knowledge &  
Skills Desired**

- Can communicate effectively.
- Well organised and can delegate tasks.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner/
- Aware of information, which needs to be kept for the annual audit.
- Has a good working knowledge of the constitution.

**Estimated Time  
Commitment  
Required**

The estimated time commitment required for the role of Treasurer is 2 - 3 hours over 2 days per week for the duration of the season.

**Period of  
Appointment**

Period of appointment 12 months.