



**MANDURAH
VOLLEYBALL
ASSOCIATION**

MANDURAH VOLLEYBALL ASSOCIATION INC.
Where everyone can play.



Job Description

Role Title – Treasurer

The treasurer is the chief financial management officer of the Mandurah Volleyball Association Inc.

Responsibilities

The key responsibility of the treasurer is to maintain sound financial management as set out below and to meet the obligations under the Associations Incorporation Act of WA.

These include, but are not limited to—

1. Assist in the preparation of and monitor the annual and other budgets
2. Maintain proper financial records
 - a. Record all monies received and payments made
 - b. Keep/file receipts of payments made, and monies banked
 - c. Issue receipts when and where required
3. Pay all accounts as per directed by the committee, and as recorded in meeting minutes
4. Issue invoices for services rendered by the Association (MVA)
5. Provide financial reports as required
 - a. At regular committee meetings
 - b. At the Annual General Meeting
6. Prepare information for audits, where required

Key skills and knowledge requirements

The treasurer will ideally know and understand financial management and would suit someone who is—

1. Well organised
2. Able to plan and manage their time, allocating a sufficient amount to properly maintain records
3. Capable of keeping accurate records
4. Able to work in a logical and methodical manner
5. Aware of the necessary information required for an audit

The treasurer will also need to obtain a Working With Children Check as this role will see them dealing with junior members. In some cases, the person undertaking this role may need to submit to a National Police Check.

This role will typically involve more time at events, particularly for the receipt of player and team payments. This however is reduced if payments are made online.