



## POSITION DESCRIPTION

*Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball.*

<b>Position Title:</b>	<b>Treasurer</b>		
<b>Reports to:</b>	Executive & General Committee	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>			
<b>Netball Victoria</b>	<p>Doncaster &amp; Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster &amp; Districts Netball Association Executive Team comprises the President, Vice President, Treasurer &amp; Secretary.</p>		
<b>Commitment to Child Safety</b>	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, DDNA is committed to ensuring the safety of all of its members, particularly Children and Young People. As an affiliated Association of Netball Victoria, DDNA supports their Child Protection Commitment Statement as crucial to in providing a safe environment for children in netball, and consists of principles and benchmarks Netball Victoria has in place for its affiliated Associations.</p>		

Primary Purpose of Position
<ul style="list-style-type: none"> <li>Provide management of the Association and its financial dealings</li> </ul>

Key Responsibilities
<ul style="list-style-type: none"> <li>Prepare and monitor annual Budget</li> <li>Be fully aware of the financial position of the Association at all times and notify the Committee of all financial trends and any areas of concern</li> <li>Ensure financial and treasurer reports are available and understood at all committee meetings</li> <li>Provide evidence that money received is banked and documentation provided for all money paid out</li> <li>Present a Balance Sheet and statement of income and Expenses at the annual general meeting</li> <li>The banking of cash within seven days of receipt, security of petty cash and the bank accounts, e.g. the cheque books and the transfer of money between accounts</li> <li>Pay accounts passed for payment and send out accounts as required</li> <li>Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions</li> <li>Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge</li> <li>Invest surplus funds and manage Association investment program if applicable</li> <li>Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by State and/or Federal legislation</li> </ul>

- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required
- Acquit funds received from Government and /or local Council grants and submit necessary financial statements
- Determine annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

#### **Knowledge, Skills & Abilities**

- Accounting and finance experience.
- Liaise with the DDNA Financial Officer and Administrator.
- Ability to allocate time to maintain records and books in a logical manner.
- Able to keep good records and manage financial records electronically (MYOB Account Right).
- Aware of information which is needed to be kept for annual audit.
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy.
- Team player and dedicated to the Association.

#### **Other Requirements**

- Working with Children Check