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EXECUTIVE COMMITTEE

POSITION DESCRIPTION

Position Title

Treasurer

About AWFA

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW) and Football Victoria (FV). It is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over 2500 participants from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promote, recognise and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

Purpose of the Role

The Treasurer is responsible for the financial supervision and performance of the Association. The Treasurer is required to regularly report on the Association's financial status to the Executive and Member Committees to help inform decision-making, mitigate financial risk, and ensure transparency for Albury-Wodonga Football Association members. The Treasurer is also required to facilitate the auditing of the Association's financials as required.

Working Relationships

- Executive Committee
- Member Clubs
- Sponsors & Partners

Responsibilities

- Coordinate the preparation of budgets, describing potential sources of income and expenditure, and present to the committee for approval
- Maintain up-to-date records of all income and expenditure over the course of the financial year
- Manage the association's cash flow including (but not limited to) issuing receipts, depositing all monies received into the association's bank account and approving payments promptly
- Prepare and distribute invoices/accounts for services rendered
- Manage employee payrolls
- Report financial activities at the AGM
- Act as a signatory for the association's financials

- Prepare and facilitate financial accounts for annual reporting.
- Acquit funds received from government grants and submit the necessary financial statements where required.
- Work with Member Clubs to ensure registrations are paid to both the Association and to FNSW.
- In collaboration with the President and Secretary, manage and guide the Association Administrator where required

Helpful Experience

- Previous experience with financial control, budgeting and auditing
- Experience with fundraising
- Experience with stakeholder management

Helpful Knowledge and Skills

- Financial background and awareness of accounting procedures
- Ability to keep accurate records
- Attention to detail
- Time management
- Honesty and trustworthiness

Working Hours

Working hours can involve some weekend and evening work where required. This work peaks during the end of the financial year where auditing is required for the Annual General Meeting held in December.

WODONGA
FOOTBALL ASSOCIATION

For further information about this role, please contact admin@awfa.asn.au with any queries you may have.