

Fencibles United AFC

Treasurer Role Description



Position	Treasurer
Reports to	The Board Chairperson and Fencibles Members
Location	Auckland (Fencibles United AFC)
Length of Appointment	12 Months

Fencibles United AFC

Fencibles United AFC is one of the largest football clubs in New Zealand. We are based in Pakuranga/Howick, Auckland, New Zealand. We have a long history of serving and representing the East Auckland community. Our roots go back to Pakuranga Town AFC and Howick AFC. Fencibles is a forward thinking club with the desire to provide the best services possible to the game of Football on and off the pitch, at Community Level as well as High Performance.

The Board has a core responsibility to the Governance of the Club which in turns provides direction, accountability and support to all other committees and teams within the Club.

Position Purpose

The Treasurer is an elected voluntary position that oversees the Financial Management and Team Leads the Finance Team of The Fencibles Club.

Responsibilities and Duties:

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep the club's financial reporting up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all board meetings.
- Show documentation that money received is banked, and for all money paid out.
- Ensure that information for an audit is prepared each year. And arrange the audit.
- Give Treasurer's report at the AGM or when required.
- Send out accounts and pay approved bills.
- Lead the Finance team and meet monthly with them. Allocate various tasks and responsibilities as required to ensure completion and in line with the club direction, vision and objectives set by the board.
- Ensure all activity, tasks and responsibilities align with the clubs Visions and Values.
- Support in the review of the related clubs policies and procedures.
- Respond to general duties as directed by the chair.
- Support and help maintain the online resources folders of the club.
- Following all aspects of the clubs Code of Conduct, signed Confidentiality Form and any other club policies, procedures as they relate.
- Meet all club reporting requirements as they become due or are requested.

Knowledge and Skills Required:

- A good effective communicator.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.

- Has a good working knowledge of the constitution, visions and values, rules of the club.