**Underwater Hockey Australia**

**Committee Position Description**

**TREASURER**

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| **Appointed for a period of:** | 2 years |
| **Reports to:** | Executive Director |

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| **Roles and Responsibilities:**  Prepare end of year financial reports to be presented at the AGM.  Arrange for external audit of annual financial reports.  Manage day to day payables and receivables of Underwater Hockey Australia including:   * Bank reconciliations * Payments and reimbursements of expenses incurred by the committee * Monitor and follow up payments owed to UWHA (Capitation fees from Nationals and Member Fees from AUF)   Responsible for bank facilities including:   * Authorisation of opening new bank accounts * Maintenance of bank account signatories and internet banking access * Safe keeping of cheque books * Issuing of Visa Debit cards to Australian Team Managers and cancelling cards on completion of duties * Seeking interest bearing accounts where possible to take advantage of cash at hand balance if in excess of day to day funding requirements.   Records and Documentation   * Annual Financial Report and Financial Statements (Audited Balance Sheet and Profit & Loss Statement) * Bank Account Statements * Bank Account opening authorities and account signatory records * Invoices and receipts   Point of Contact for Australian Team Managers with regard to financial management of Australian Team Travelling Expenses including:   * Setting up of bank accounts, account access and bank cards * Facilitation of international transfers, payment of invoices and reimbursements for payments over $ and to reimburse Team Manager * Assistance with record keeping and reconciliation of final books   Assist the Executive Director where necessary with financial reports, budgets and data analysis. |