



Underwater Hockey Australia

www.underwaterhockeyaustralia.org.au

Incorporation Number: IA12072

ABN: 25 692 918 153

Underwater Hockey Australia Committee Position Description

TREASURER

Reports to:	Executive Director
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Job Description	<p>The role of the Treasurer is to be responsible for the financial supervision and performance of Underwater Hockey Australia (UHA). The Treasurer is required to regularly report on UHA's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.</p>
Job Responsibilities	<p>The primary responsibilities for the role of Treasurer are:</p> <ul style="list-style-type: none">• Coordinate the preparation of the annual budget for the forthcoming year, 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 year.• Manage UHA's cash flow including issuing receipts, depositing all monies received in UHA's bank account and approving payments promptly.• Prepare and distribute invoices/accounts for services rendered.• Provide a financial report at each committee meeting to support strategic planning and decision-making.• Submit tax returns and income tax payments for any paid employees as required.• Manage employee payrolls if required.• Report financial activities to the membership at the AGM.• Act as the signatory on UHA's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).• Be fully informed about the financial position of UHA at all times.• Prepare financial accounts for annual or more frequent auditing, and provide the auditor with information as required.

	<ul style="list-style-type: none">• Acquit funds received from government grants and submit the necessary financial statements where requested.• Prepare all necessary financial statements for inclusion in the annual report.• Work with the Secretary to keep accurate record of all membership payments.
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