

Waipuna Football Club

Role Description – Treasurer

Purpose of the Role

The Treasurer oversees the financial management of Waipuna Football Club, ensuring the Club's finances are accurate, well managed and transparent.

As a member of the Executive Committee, the Treasurer provides financial information and advice to support good decision-making and the long-term sustainability of the Club.

Role Overview

Waipuna Football Club has approximately 615 registered players and around 100 financial transactions each month.

The Treasurer manages the Club's day-to-day finances using Xero and works closely with the President, Executive Committee, Club Administrator and other committee members.

The workload varies throughout the year, with busier periods around registrations, budgeting, GST returns and the Annual General Meeting.

Key Responsibilities

Financial Management

- Maintain accurate financial records in Xero.
- Process supplier invoices and payments.
- Raise invoices where required and monitor incoming payments.
- Reconcile bank accounts and transactions.
- Monitor cash flow and outstanding accounts.
- Oversee registration fee payments and approved payment plans.

Reporting & Planning

- Prepare a monthly financial update for the Committee.
- Prepare the annual Club budget in consultation with the Executive Committee.
- Monitor income and expenditure against budget.
- Assist with setting annual registration fees.

- Provide financial information and advice to support Committee decisions.

Compliance

- Prepare and lodge bi-monthly GST returns.
- Prepare annual financial information for the AGM.
- Maintain appropriate financial records and supporting documentation.
- Assist with financial reviews or audits where required.

Committee & Administration

- Attend Executive and Committee meetings.
- Respond to finance-related enquiries.
- Maintain appropriate financial policies and procedures.
- Work collaboratively with the Club's volunteers, members and Committee.

Systems Used

- Xero
- Friendly Manager
- Stripe
- Online Banking
- Gmail

Skills & Attributes

We are looking for someone who:

- Is comfortable working with numbers and financial information.
- Has experience with Xero or similar accounting software.
- Is organised, accurate and reliable.
- Can maintain confidentiality.
- Communicates well and enjoys working as part of a team.

Experience in bookkeeping, accounting, business administration or financial management would be useful.

Time Commitment

Approximately **4–6 hours per week on average**, with some variation during busier periods such as registrations, GST returns, budgeting and AGM preparation.

Reporting

The Treasurer reports to the President and Executive Committee and works closely with the Club Administrator, Secretary and Committee members.

Role Outcome

The Treasurer helps keep Waipuna Football Club financially organised and sustainable, giving the Committee clear financial information and ensuring Club funds are managed responsibly.