



TREASURER

DUTY STATEMENT

Purpose

Provide financial leadership and oversight to ensure the Club remains financially sustainable, compliant and capable of achieving the objectives contained within the Strategic Business Plan.

Primary Responsibilities

- Maintain accurate financial records for the Club in accordance with accepted accounting practices.
- Prepare and present monthly financial reports to the Board, including income, expenditure, cash flow and financial performance against budget.
- Monitor the financial performance of the Club and provide recommendations to support informed Board decision-making.
- Manage the Club's banking arrangements, investments and cash reserves.
- Ensure all approved accounts are paid promptly and all income is receipted and recorded accurately.
- Prepare annual budgets in consultation with the Board and monitor financial performance throughout the year.
- Prepare annual financial statements and coordinate any required audit or independent financial review.
- Ensure compliance with taxation, regulatory and statutory obligations.
- Monitor stock valuation, gross profit margins and financial performance of bar and hospitality operations in conjunction with the Bar & Licence Manager.
- Maintain oversight of insurance arrangements and ensure appropriate cover is maintained for the Club's operations and assets.
- Assist the Board in assessing the financial viability of new initiatives, projects and capital expenditure.
- Monitor long-term financial sustainability and provide strategic advice regarding reserves, investments and future financial planning.
- Support funding applications by providing financial information required for grants, sponsorships and external funding opportunities.

Key Relationships

Works closely with the Commodore, Secretary, Bar & Licence Manager, external accountant, auditor, financial institutions and funding organisations.