

Position Description

Treasurer – Busselton Netball Association (BNA)

Role Purpose

The Treasurer manages the financial affairs of the Association, ensuring accurate record-keeping, timely payments, and compliance with financial policies. The role supports the Board and the Association's programs by providing clear financial oversight and reporting. As a Board member, the Treasurer also contributes to governance, decision-making, and the overall strategic direction of BNA.

Key Duties

Financial Management and Administration

- Approve employee timesheets and process payroll using Xero.
- Review and approve umpire purchase orders for each round (prepared by Admin), referencing spreadsheets from AUDO.
- Create bills in Xero and process payment batches once amounts are confirmed.
- Process payment batches through online banking for secondary signatory approval.
- Correspond with Admin or AUDO regarding any discrepancies.
- Prepare regular financial reports for the Board and assist in monitoring budget performance.
- Ensure all financial records comply with legal, regulatory, and Association requirements.

Budgeting and Planning

- Assist in preparing the annual budget and track expenditure against it.
- Provide guidance on financial planning for events, programs, and operational needs.

Board Member Duties

- Attend all Board meetings and actively participate in discussions and decision-making.
- Review and approve documentation as required by the Board.
- Attend game days on Saturdays and Mondays to support operations and represent the Board.
- Attend the Association carnivals and other key events as required.
- Collaborate with other Board members to ensure effective governance and strategic oversight.

Communication and Support

- Act as the primary contact for financial queries from members, clubs, and the Board.
- Liaise with other Board members to provide financial information to support decision-making.
- Ensure the President and relevant Board members are kept informed of financial matters.

Time Commitment

Approx. 20 hours per week, including:

- Payroll and umpire payment processing.
- Financial reporting and budget tracking.
- Correspondence and administrative duties related to Association finances.
- Attendance at Board meetings, game days, and key Association events.

Skills and Experience Required

- Strong organisational and administrative skills, particularly in financial management.
- Experience with Xero or similar accounting software.
- Effective written and verbal communication skills.
- Ability to manage multiple financial processes and meet deadlines.
- Attention to detail and high level of accuracy.
- Collaborative, team-focused approach.
- Commitment to the values and vision of BNA.