

Position Description

Treasurer: Sport Climbing Western Australia (SCWA)

Job Purpose	<p>The Treasurer of Sports Climbing Western Australia (SCWA) is primarily responsible for overseeing and managing the financial affairs of the organisation. The Treasurer is responsible for the financial supervision and performance of the organisation and is required to regularly report on the organisation's financial status to the SCWA Board 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 the organisation's cash flow including issuing receipts, depositing all monies received in the club'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 SCWA membership at the AGM. ● Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary). ● Be fully informed about the financial position of the organisation at all times. ● Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required. ● 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 SCWA Secretary to keep an accurate record of all membership payments. ● Compliance and Audit: The treasurer ensures compliance with local, state, and federal financial regulations, tax requirements, and reporting obligations. He/ she may work with external auditors to facilitate annual audits and ensure accurate financial statements. ● Financial Governance: The SCWA treasurer contributes to the overall financial governance of the sporting body, providing financial insights and advice to the executive committee and board members.
People Management	Nil

Budget Management	Yes
<p>Note:</p> <ul style="list-style-type: none"> The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. 	

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> Previous experience in a treasury or leadership role Previous experience with financial control and budgeting Experience with fundraising
Knowledge and Skills	<ul style="list-style-type: none"> Financial background and awareness of accounting procedures. Good communication skills, including written and oral. Honesty and trustworthiness. Ability to keep accurate records. Strong attention to detail. Ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books. Well-developed decision-making skills. Experience with planning and operations.