



Club Treasurer : Role Description

Club Treasurer: (Stipend of \$100 pcm)

Duties:

Manage the Club's income and expenditure via Xero, including bi-monthly financial reporting to the Committee.

Manage the Club bank accounts via internet banking.

Preparation of annual financial statements for presentation to the AGM. Filing of annual financial statements and return to Incorporated Societies Registrar.

Regular liaison with the Membership & Secretary Committee members with regards to new memberships. Issue all invoices to members annually and to new members on joining.

Working with our MoST invoicing system and reconciling all payments for member subscriptions and events via Xero.

Prepare summary report for each monthly Committee Meeting

Preparation of bi-annual GST returns.

Knowledge and Skills Required.

A basic knowledge of accounting processes and techniques is required.

Note: Experience with XERO is therefore an advantage but not a prerequisite. Full training will be given on reports etc and reporting templates exist within Xero.

Estimated Time Commitment Required

On average, a couple of hours a week.

Ideal Person?

- Passionate about the Jaguar Marque
- Someone who has experience in and/or recently retired from an accountancy, book keeping or similar finance role.