



Position Description:

Treasurer of Ballarat Wildcats Basketball Club Inc

Ballarat, Victoria, Australia

Position Type: Volunteer

Reports to: President of Ballarat Wildcats Basketball Club

About Us:

The Ballarat Wildcats Basketball Club is committed to promoting basketball in our community, providing a supportive environment for players of all ages and skill levels to develop their skills and enjoy the sport.

Position Overview:

The Treasurer is a key member of the Ballarat Wildcats Basketball Club Executive Committee, responsible for overseeing the financial management of the organisation. This role involves maintaining accurate financial records, preparing budgets, and ensuring compliance with relevant regulations. The Treasurer plays a crucial role in supporting the club's financial sustainability and growth.

Key Responsibilities:

1. Financial Management:

- Maintain accurate and up-to-date financial records, including income, expenses, and bank statements.
- Prepare and present monthly financial reports to the Executive Committee and general meetings.
- Develop and monitor the annual budget in collaboration with the Executive Committee.

2. Accounting and Compliance:

- Ensure compliance with all financial regulations and legal requirements.
- Coordinate annual audits and provide necessary documentation to external auditors.
- Manage and oversee all financial transactions, including invoicing and payments.

3. Fundraising and Financial Strategy:

- Assist in developing strategies for fundraising and financial growth.
- Identify potential funding sources and grant opportunities for the club
- Work with the Executive Committee to set financial goals and monitor progress towards achieving them.



4. Communication and Collaboration:

- Collaborate with other committee members to support the overall mission of the club.
- Provide financial insights and recommendations to support decision-making processes.
- Serve as a point of contact for financial inquiries from members and stakeholders.

Qualifications:

- Proven experience in financial management or accounting, preferably in a nonprofit or sports organisation.
- Strong organisational skills and attention to detail.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a team.

Personal Attributes:

- Integrity and a strong ethical foundation.
- Passion for community sports and youth development.
- Commitment to the values and mission of the Ballarat Wildcats Basketball Club.

Commitment:

This position requires a flexible commitment of approximately 5-10 hours per week, with additional hours during peak seasons such as registration and tournament times. Attendance at monthly club meetings is mandatory.

This position description reflects the responsibilities and qualifications expected of the Treasurer for the Ballarat Wildcats Basketball Club.