

JUNIOR ACTIVITIES TREASURER

PURPOSE: The Junior Activities Treasurer is the chief financial management officer for the (insert club name) SLSC Junior Activities Committee

RESPONSIBLE TO: Junior Activities Chairperson/President

RESPONSIBILITIES:

- Issue receipts and promptly deposit all monies received
- Manage the junior activities cash flow and maintain working level of petty cash in conjunction with the club Treasurer
- Prepare regular bank account reconciliations in conjunction with the club Treasurer
- Prepare and present detailed budgets each year, as well as regular variance reports when necessary
- Responsible for the overall supervision of any financial commitments of the Junior Activities Committee
- Submit budget of income and expenditure and maintain Credit and Debit ledger of the Junior Activities Committee financial dealings
- Provide and seek co-operation of the Club Treasurer and report any anomalies or discrepancies

KNOWLEDGE & SKILLS REQUIRED:

- Ability to be well organised and work in a logical and orderly manner
- Ability to keep good records
- Knowledge of account keeping and expenditure of monies
- Aware of information which needs to be kept for annual audit
- Communicate effectively
- Friendly, positive and enthusiastic
- Maintain confidentiality on relevant matters
- Sound knowledge of club rules and regulations regarding the junior activities area, or willing to obtain

SPECIAL REQUIREMENTS:

- Be a financial member of (insert club name) Surf Life Saving Club;
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Ability to allocate regular time periods to maintain the books