

Role Description: Treasurer, Briars Hockey.

Reporting and Relationships	<ul style="list-style-type: none">• The role is one of the Briars Hockey Club Executive Committee positions.• This role reports to the Briars Hockey President and provides financial reports to the Executive Committee monthly.• The role works closely and collaboratively with other members of the Briars Hockey Club Executive Committee (particularly the President & Secretary); the General Manager of the Briars Sports Club and the Briars Hockey Umpires Co-ordinator.
Time involved	<ul style="list-style-type: none">• The number of hours worked in the role is quite open.• The largest number of hours are taken up in attending Briars Hockey executive meetings and in reviewing the player database to track that all fees due are received.• There can also be time involved in assisting at social events, plus assisting in the canteen at the Cintra clubhouse.• The number of hours involved per week varies widely depending on the stage of the hockey season. As a general guide, it can vary between 2 hours and 7 hours per week. Peak periods are at financial year-end (30 September) to ensure the YTD profit is correct and set the Budget for the coming year; and February to April in establishing the fee structures in the Revolutionise membership system and ensuring fees are collected & accounted for as players register.
Purpose of the Position	<ul style="list-style-type: none">• To be the financial manager of Briars Hockey, with oversight of all transactions impacting Hockey and act as the liaison with Briars Sporting Club (GM of Briars Sports and the Briars Sports Club Treasurer) on all financial matters.• To actively support the other office holders in completing the financial aspects of their roles, e.g. assist Registrars in ensuring that applicable competition fees across Juniors', Women's, Men's and Masters' competitions are paid on time.• To ensure there is transparency around and (where appropriate) pre-approval of Hockey expenditures.
Responsibilities and Duties	General Financial Management <ul style="list-style-type: none">• Preparation of the annual budget for approval by the Executive Committee• Ongoing analytical review of monthly financial reports received from the GM of Briars Sports to ensure completeness & accuracy.• Attend Briars Hockey Committee meetings, held every month at the Briars Sports Club, and being prepared to give a finance status update to the Committee.• Preparation of the Annual Playing Fees schedule.

	<ul style="list-style-type: none"> Expense Management, including but not limited to: <ul style="list-style-type: none"> Working with Club Registrars to ensure all competition fees are paid on time Working with the Umpires' Coordinator to process monthly umpire payroll Working with the Coaching Director to ensure coaches are paid as agreed Other ongoing / semi-regular expenditures, such as equipment purchases Revenue Management, including but not limited to: <ul style="list-style-type: none"> Administration of the finance section of Revolutionise Monitoring of player registrations to ensure all 'deposit only' registrations are charged the balance or a payment plan agreed Monitoring of payment plans to ensure timely collection of full balance Provision of monthly Revolutionise reports to the GM at Briars Sports (revenue & cash receipts) <p>System skills</p> <ul style="list-style-type: none"> Comfortable with using web-based systems – both the player database (Revolutionise) and umpire management tool (Assignr) are web-based platforms. Comfortable with core Excel functionality, e.g. ability to convert text files to data for analysis within pivot tables. <p>Grant Management</p> <ul style="list-style-type: none"> Following receipt of any grant monies, and in conjunction with Club President & Secretary, ensure complete and appropriate expenditure in accordance with the grant conditions; and correct recording of cash in-flows & out-flows within the Club accounts.
Skills and Experience	<ul style="list-style-type: none"> Whilst an accounting qualification and related experience would be beneficial, they are not a pre-requisite for the role. Some financial acumen and attention to detail are required. An association with and love for the Briars Hockey Club would be the minimum requirement for the role. It would be useful to have had experience in dealing with people at various levels of companies and other organisations.
Personal qualities	<ul style="list-style-type: none"> A person who is proactive and takes initiative in dealing with any anomalies / issues they identify. A person who has solid written and verbal communication skills, including the ability to frame financial matters in layman's terms.

	<ul style="list-style-type: none">Someone who can commit to balancing their professional & personal lives with the time demands of the role, particularly during busy periods for the Club.