



BEACONSFIELD JUNIOR FOOTBALL CLUB

Assistant Treasurer

General Committee Position

Reports to

Treasurer/Executive Committee/General Committee

Special Skills Required

- Honesty
- Ability to keep accurate records
- Attention to detail & well organized
- Ability to work in a logical manner
- Efficient money handling skills
- Daily access to Email – Computer literate

Duties

- Ensure all money received is recorded and banked promptly
- Assist the Treasurer in preparing financial accounts for monthly presentation at General Committee Meetings, prepare financial statements for annual reporting & ensure reports are suitable for auditing
- Prepare BAS statements
- Work closely with all others involved with club revenue to ensure accurate record keeping and accountability