

Junior Treasurer & Assistant

ROLE INFORMATION 1 Junior Treasurer & 1 Assistant	
Role Outline	<p>To aid the Club Treasurer in finance matters to do with the Junior side of the club.</p> <p>The assistant is to aid both parties with excess work</p>
Responsibilities	<p>Primary responsibilities for the role of Junior Treasurer are.</p> <ul style="list-style-type: none"> Organizing Invoices for the junior players as soon as possible to limit the workload on the Executive Treasurer Assist with Sports Vouchers and lodgment Arrange discounts and contracts with Coaches & Managers Arrange payments for junior refs & linesmans each weekend Work alongside the Executive Treasurer for any additional tasks as required.
Report to	You will report directly to the Executive Treasurer of the club and form part of our inner circle of the club committee.
Decisions to be made	You will be able to provide answers and decisions relating to the junior sectors of the club with the answers provided from the Executive Treasurer
Working Hours 5 - 10 Hours a week - Junior Treasurer 3 – 5 Hours a week - Assistant <ul style="list-style-type: none"> You will be responsible for aiding the Executive Treasurer with all things related to the junior side of the club along with invoicing and sports vouchers. Week to week payments to the junior sector of the club including refs and linesman Assist in any additional tasks from the Executive Treasurer 	
EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	<p>A person with finance experience, who has used Xero before and has some accounting acumen is recommended but not required.</p> <p>Internal training from our Executive Treasurer will be provided</p> <p>Assistant is a developing accountant looking for some relevant experience and able to help with additional tasks.</p>