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## TREASURER JOB DESCRIPTION

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### Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a paid Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

### Primary Objective

- The Treasurer's role is a volunteer position.
- Responsible managing of the DNA finances.

### Key Duties

- Keep the DNA financial records up to date via MYOB Essentials
- Make sure financial reports are available and understood at all Management Team meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year and arrange for the audit to occur
- Produce an annual financial report
- Send out accounts
- Pay accounts
- Present accounts to be paid to the monthly meeting. In matters of urgent necessity, payment maybe made, but must be ratified at the next Management Team meeting
- Prepare a budget and monitor it carefully
- In conjunction with the Management Team set the Club's registration fees taking into account fee payable to DNA.

### Skills Required

- Well organised
- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Able to keep good records
- Able to work in a logical orderly manner
- Is aware of the future directions and plans of the DNA
- Understanding of the DNA's Policies/Procedures/Constitution and ByLaws
- Is a supportive leader for all DNA members
- Can maintain confidentiality on relevant matters
- IT competency familiar with basic operating systems, Microsoft Office, internet and email
- MYOBI competency