

# **SOUTHERN PENINSULA BASKETBALL ASSOC (INC)**

POSTAL ADDRESS: PO BOX 122 DROMANA 3936  
EMAIL: ADMIN@SHARKSBASKETBALL.COM.AU



## **Association Treasurer Job Description and Duties**

**Employment Status:** SPBA are seeking enthusiastic candidates to nominate for the Volunteer position of Association Treasurer on our Board of Management.

**Reports to:** SPBA Board of Management.

**Salary:** Volunteer

**Short Description:** The Treasurer is responsible for overseeing the day-to-day, month end and end of year financial year management of the association.

### **Responsibilities include but are not limited to;**

- Oversee Association Budget
- Ensure SPBA Finance Manager is completing tasks as requested including;
  - Accounts Receivable
  - Accounts Payable
  - ATO requirements
  - Work Cover requirements
  - Forecasting reports
  - Provide monthly financial updates to Board of Management
- Liaise with External Auditors as required
- Assist with Association Annual Statement Reports

### **All applicants must have the following experience & attributes:**

- Competent book-keeper (minimum)
- MYOB Experience
- Excel Competent
- Experience in managing budgets & cash flow forecasts
- Ideally run or have run own successful business
- Business acumen
- Basketball industry knowledge / understanding is an advantage but not a prerequisite.

**DROMANA BASKETBALL CENTRE  
OLD WHITE HILL ROAD  
DROMANA 3936**

**PHONE: 03 5981 0347**

**[WWW.SHARKSBASKETBALL.COM.AU](http://WWW.SHARKSBASKETBALL.COM.AU)**

**HILLVIEW STADIUM  
BONEO ROAD  
ROSEBUD 3939**

**PHONE: 03 5981 1770**

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Cover letter along with nomination form to be addressed and sent to  
SPBA Board of Management President and Secretary:

E | [board@sharksbasketball.com.au](mailto:board@sharksbasketball.com.au)

E | [damian.paul@hotmail.com](mailto:damian.paul@hotmail.com)

**Nominations close: Sunday 14th October 2018.**

**All nominees are expected to attend the SPBA Annual General Meeting on Sunday 28th  
October 10.00am @ Dromana Basketball Stadium.**

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