



Mornington Life Saving Club – Treasurer Volunteer Role Description

The following role description provides key elements of the Club Treasurer volunteer position.

Position	Location	Time Commitment	Position Description Completed
Treasurer	Mornington Life Saving Club		20 June 2025

PURPOSE STATEMENT

The club treasurer is responsible for ensuring correct financial management and reporting is adhered to within the MLSC club accounts

ROLE & RESPONSIBILITIES

- Be fully informed about the club's financial position at all times
- Maintain the club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Send out accounts, pay bills, arrange financial audits and manage petty cash
- Drive the club management team members to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall club budget
- Liaise with club administrator to ensure the entity is compliant with relevant legislation and regulations, particularly the various taxation requirements within the Associations Incorporation Act and the Charitable Fundraising Act (1991 No 69) and requirements of the Australian Charities and Not-for-profits Commission (ACNC) requirements
- Liaise with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Monitor the actual v budget results on a monthly basis
- Monthly preparation of bank reconciliation and profit and loss comparing actual to budget
- Prepare statutory returns and reports as required, specifically Activity Statement for the Australian Tax Office (ATO)
- Produce relevant and timely financial reports and submit these to club managements team members as required and ensure they are understood
- Seek explanations for material variation >10% so the club management team can be advised

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of an LSV Club
- Complete Child Safe Awareness training
- Complete Club Governance training
- Working with Children Check



ROLE TASKS

- Engage with and educate fellow members who may not understand LSV processes.
- Manage professional relationships with members and staff.
- Adhere to relevant compliance requirements.
- Plan and prioritise to pro-actively manage competing deadlines.
- Succession planning and implementation.

SELECTION CRITERIA

DESIRED SKILLS	DESIRED KNOWLEDGE
<ul style="list-style-type: none"> • Ability to keep accurate up-to-date records • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately to meet timeline • Able to work in a logical orderly manner • Basic computer skills • Clear communication skills • Excel and MYOB, Xero, (or like) • High problem-solving ability • Leadership and business management skills • Time management skills 	<ul style="list-style-type: none"> • Information needed for the annual club audits • How to have two club management team members authorise Cheques and EFTs • How to authorise payment/cheque requisitions and purchase orders with supporting documentation • Knowledge of local, state and national strategic and business plans available and referring individuals where necessary • Knowledge of VIC legislation • Knowledge of SLS organisational governance constitutions, regulations, policies, guidelines and procedures • Self-awareness in relation to their level of competence and any limitations. • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of the need for proper controls and governance over club finances
PREFERRED QUALIFICATIONS OR EXPERIENCE	
<ul style="list-style-type: none"> • Tertiary qualification in Accounting, Finance, Business Management or Business Administration 	<ul style="list-style-type: none"> • Business owner • Management experience • SLS committee chairperson • Prior bookkeeping experience • Prior experience in the preparation of bank reconciliations, balance sheet and profit and loss statements



PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills 	<ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
<ul style="list-style-type: none"> • Australian Charities and Not-for-profits Commission • LSV Members • Club Presidents • Members of the Club Management Team 	<ul style="list-style-type: none"> • VIC Dept of Fair Trading • SLS Club President • LSV Club Support Team • LSV Members

DRAFT



Timeline of Priorities

Below is a template for a timeline of priorities for you to fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year. You can add or subtract from this list as necessary. Patrol Season is from November to April.

July	August	September
<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget for the season 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting – present audited accounts at AGM 2. LSV Awards of Excellence 	<ol style="list-style-type: none"> 1. Pre-Season Forum 2. Prepare Financial Report for monthly meeting 3. Review budget 4. Ensure financial requirements for membership payments are set up
October	November	December
<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget 3. Annual audited financial reports are sent to LSV & ACNC 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget
January	February	March
<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget
April	May	June
<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Review budget 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Prepare accounts to be audited for AGM 	<ol style="list-style-type: none"> 1. Prepare Financial Report for monthly meeting 2. Have accounts audited for AGM

What You Need To Do And When

Below is a high level summary of what tasks you need to perform.

During Patrol Season (September – April)	Off Patrol Season (May – August)
Administer club payments	Ensure financial compliance
Ensure financial compliance	Monitor club financials
Monitor club financials	Prepare annual and financial reports
Present audited accounts	Review budgets
Support club management team with finance matters	Support club management team with finance matters
	Succession plan and submit feedback to club management team