



PO Box 468
Berri SA 5343
Email: berriview.tennis@gmail.com
Web: www.berritennisclub.com
Facebook: Berri Tennis Club

JOB DESCRIPTION

TREASURER/REGISTRAR

The Treasurer is the financial administration officer of the Berri Tennis Club.

The Registrar manages all memberships, subscriptions and records associated with members of the Club.

Responsible to: The Treasurer is responsible to the President and members of the Berri Tennis Club.

Role Requirements: Knowledge of basic accounting, book keeping and Internet banking. Effective interpersonal communication skills. Organisation and time management skills. Observe confidentiality when required. Knowledge and understanding of club constitution. Basic computer and digital record management skills.

Responsibilities:

TREASURER

- Maintain up to date financial records and reports for the Club.
- Keep a record of all payments and monies received.
- Ensure financial reports are available and understood at all committee meetings.
- Maintain documentation for all monies banked and paid out.
- Arrange an annual finance audit and ensure information is provided to the auditor in a clear and easy to read format.
- Present an annual audited financial report at the Club's Annual General Meeting.
- Send out accounts for sponsorship, licensing, court hire, lights etc
- Pay all accounts.
- Maintain internet banking and be co-signatory of all Berri Tennis Club bank accounts.

REGISTRAR

- Manages annual subscriptions of Berri Tennis Club members.
- Follow up and ensure all subs are paid by the nominated date.
- Acknowledges that Berri Tennis Club uses the Tennis SA website for all registrations, member's details and communications to Berri Tennis Club members via email.
- All subs are paid directly to the Berri Tennis Club bank account as detailed on the club website.
- Maintains Berri Tennis Club membership categories on the Tennis SA website.
- Maintains membership details for Berri Tennis Club members each year on Tennis SA website.

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- Riverland Summer Competition • Junior Training Program and Competition • Midweek Ladies
 - Social Doubles - Winter and Summer • Riverland Seniors • Tournaments • Court & Facilities Hire