

# HA Masters Committee Treasurer

## POSITION DESCRIPTION

*Hockey Australia is the governing body responsible for providing Australians with the opportunity to play hockey from junior levels through to elite competition, including the Olympic Games. Hockey Australia’s 2019-2022 Strategic Plan is the key instrument driving the direction for hockey in this country.*

Our values are central to our way of working. They describe the way in which directors, staff and athletes behave, interact and work together. At Hockey Australia we will:

- continue to **LEAD** by working collaboratively with our stakeholders.
- operate with **INTEGRITY** in all areas of our work by placing the best interests of hockey in Australia at the centre of any decision.
- pursue **EXCELLENCE** both on and off the field of play.
- **INCLUDE** and welcome any person who wants to engage in, and enjoy, our wonderful sport.

HA Masters Committee Treasurer	
<b>Position reports to</b>	Chairperson - HA Masters Committee and with close liaison with HA Financial Accountant
<b>Key Relationships within Hockey Australia</b>	HA General Manager – Finance, HR & Administration HA Financial Accountant HA Finance Business Partner
<b>Core Purpose</b>	The Treasurer is responsible for ensuring that HAMC oversees, in conjunction with HA, the financial management of Australian Masters Hockey
<b>Remuneration</b>	The role is voluntary and self-funded.
<b>Key Responsibilities</b>	Working in conjunction with HA: <ul style="list-style-type: none"> <li>• Liaison with HA Financial Accountant regarding HA Masters Finance matters</li> <li>• Implementing strategies to ensure long-term financial sustainability for HAMC</li> <li>• In conjunction with Hockey Australia, preparing and monitoring the operational and event budgets (Championships, International travel) ensuring setting key dates for payments, invoicing and monitoring payments</li> </ul>



	<ul style="list-style-type: none"> <li>• Entering supply contracts and approving invoice payments as defined within the financial delegations set by HA</li> <li>• Sharing and presenting monthly reporting provided by HA to HAMC and Operational Groups as required</li> <li>• Assist HA Finance Team in collecting outstanding debtor payments</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Team player, uses collaborative skills</li> <li>• Highly organised and planned, with a meticulous attention to detail</li> <li>• An understanding of accrual based accounting and Australian accounting standards</li> <li>• Ability to present financial reports to key stakeholders on a regular basis</li> <li>• Ability to implement effective financial management oversight and financial sustainability strategies</li> <li>• Risk management experience</li> <li>• Ability to respect confidentiality</li> <li>• Committed to understanding the Masters Hockey Committee, the MA structure and key stakeholders</li> <li>• Ethical Decision Making and Integrity</li> </ul>
<b>Appraisals</b>	Annual performance review of all HAMC positions and structure conducted by the HAMC Chair and HA Financial Accountant
<b>Other Information</b>	Associated expenses for Committee members to attend meetings (travel and accommodation if required) will be met by HAMC.

