



## JOB DESCRIPTION

### Junior Administrator

The role of the Director of Juniors is responsible for the administration of all Junior Grade activity.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

**Specific duties include but are not limited to:**

- shall collect and bank all monies due to "the Club" and ensure that it is duly receipted in a receipt book issued by the Treasurer and a copy given to the Treasurer for year-end reporting;
- shall be given an imprest account of \$150 to cover such expenses that do not require approval by the Board or the Executive Committee of "the Club". Receipts for all purchases should be retained and a reconciliation of expenses in accordance with the Treasurer procedures when seeking additional funds to restore the imprest account to its full value of \$150;
- shall submit all purchase orders over \$150 for approval by the Board prior to being ordered;
- shall keep complete and accurate accounts and books showing the financial affairs of administering the Junior Section in accordance with "the Club" policies and procedures with full details of all receipts and expenditure connected with the activities of the Junior Section of "the Club";
- shall assist "the Club" Treasurer prepare a report of income and expenditure for each Board meeting that reflects the current financial status of the Junior Section;
- shall at the end of the season submit all receipt books, cheque books, bank statements and financial records in accordance with "the Club" policies and procedures to "the Club" Treasurer for audit purposes.

Issue Date: 25/1/16



- Sign off as The Director of Juniors, the Junior Administrator of the Junior Committee and the Treasurer of "the Club" shall be the only signatories for cheques drawn on the Bank Account with the signature of "the Club" Treasurer being mandatory and one other signature that of either the Director of Juniors or Junior Administrator.

**Needed:**

- Internet access & Computer