



ROLE TITLE: TREASURER

Role Overview:

The Treasurer serves as the custodian of IFAF's finances, ensuring the proper management, reporting, and stewardship of funds to support the organisation's development. This role requires strong financial acumen, attention to detail, and a commitment to transparency and accountability.

Key Responsibilities:

1. Financial Management:

- Develop and implement financial policies, procedures, and controls to safeguard IFAF's assets and ensure compliance with relevant regulations.
- Oversee the preparation of annual budgets, financial forecasts, and cash flow projections, in collaboration with the board of directors.
- Monitor IFAF's financial performance against budgetary targets, identifying variances and recommending corrective actions as needed.
- Monitor banking relationships and negotiate favourable terms for banking services
- Management of IFAF Club Loans

2. Financial Reporting:

- Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements, in accordance with accounting standards and regulatory requirements.
- Present financial reports to the board of directors and other stakeholders, providing analysis and insights into IFAF's financial position and performance.
- Liaise with external auditors to facilitate the annual audit process and ensure compliance with audit recommendations and requirements.

3. Risk Management:

- Assess financial risks facing IFAF and develop strategies to mitigate these risks, such as establishing reserves or implementing risk management policies.
- Review insurance coverage and recommend adjustments to adequately protect IFAF against potential liabilities and losses.

4. Compliance and Governance:

- Ensure compliance with relevant financial regulations, tax laws, and reporting requirements, including those prescribed by the Companies Act.
- Maintain accurate financial records and documentation, adhering to best practices in record-keeping and documentation management.
- Work closely with the board of directors, and other stakeholders to uphold high standards of financial governance and transparency.

Note: It is essential for the Treasurer to stay informed about changes in accounting standards and financial regulations impacting the organisation and to collaborate closely with other stakeholders to fulfil their duties effectively.