



# JOB DESCRIPTION

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## General Manager

The General Manager is the financial administrator of the QUT Hockey Club Inc ("club"). The General Manager is responsible for the daily financial administration of the club and reporting back to the President and the Management Committee\*.

The General Manager is appointed for approximately 1 calendar year from the date of the AGM to the next AGM with the majority of the duties being carried out between mid-January and October. The General Manager will be a part time volunteer (estimated 10 hours per week) and will be entitled to \$20/hr on account of expenses incurred by the volunteer (to a maximum of \$3,000 per annum), in addition to their club membership fee for the relevant year being waived. The General Manager will be required to complete and submit a signed "Statement by Supplier" form, declaration that the General Manager is undertaking the position on a voluntary basis and a tax invoice before any payments on account of expenses are made by the club.

### *Responsibilities and Duties*

The General Manager is responsible for:

- The overall operation and profitability of the club.
- Member service and financial performance.
- Ensuring adherence to all club financial policies and procedures and all Hockey Australia, Hockey Queensland, Brisbane Hockey Association and Brisbane Women's Hockey Association requirements.

The General Manager should:

- Monitor the club's expenditure against the annual budget.
- Undertake MYOB bookkeeping for the club.
- Handle review and payment of all invoices addressed to the club. Keeps a proper record of all payments made (including keeping copies of invoices).
- Collect and record payment of annual membership fees paid to the club.
- Monitor any fee repayment agreements put in place by the Treasurer with club members and follow up on overdue fees from club members.
- Arrange for payments to Coaches, Assistant Coaches, Team Managers and Umpires as agreed and ensure all documentation required to be submitted by these persons to enable club to facilitate the payment is completed and submitted.
- Check the club's PO Box for invoices or organise for it to be checked.
- Prepare financial reports for Management Committee Meetings.
- Prepare end of year financial reports.
- Assist new club members with obtaining financial clearances from their previous clubs as necessary.
- Liaise with the BHA and BWHA in relation to previous club members who will not receive financial clearance from the club.
- Make bookings for all training sessions required by the club.
- Record the details of umpiring allocations for payment.
- Administer payments received for QUT Pre-Season Carnival, Junior Coaching Clinics, Social Events and any other club initiatives.
- Facilitate payments to successful Life Member Bursary recipients
- Attend Management Committee Meetings (non-voting).
- Monitoring club financial compliance with relevant legislation including the *Associations Incorporation Act 1981* and GST legislation.
- Ensure existence of and adherence to club policies and procedures.
  - Ensure adherence to BHA, BWHA, Hockey Queensland and other relevant organisation policies and procedures.
- Undertake such other financial tasks as a reasonably requested by the President or other member of the Management Committee from time to time.
- Undertake any tasks the General Manager considers necessary to ensure the successful day to day operations of the club.
- Liaise with the Treasurer and other members of the Management Committee\* to ensure all financial club business is progressed in a timely and appropriate manner.

### *Knowledge and Skills Required*

Ideally the General Manager is someone who:

- Is honest, independent, self motivated, professional and positive attitude.
- Is familiar with the operations and administration of the Brisbane Hockey associations a plus.
- Has good computer skills including MYOB knowledge.
- Has good financial skills.
- Has good interpersonal skills and is a team player.

\* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor.