

Position Description Treasurer

Purpose	<p>The Treasurer is responsible for the financial supervision and performance of the Association. The Treasurer is required to regularly report on the Association's financial status to the committee, to mitigate financial risk, and ensure transparency for our members.</p>
Responsibilities	<p>The primary responsibilities for the role of Treasurer are:</p> <ul style="list-style-type: none"> • To abide by the Constitution, standard policies and procedures (SOPPs) and codes of behaviour • Coordinate the preparation of the annual budget for the forthcoming year and present to the committee for approval. • Maintain up to date records of all income and expenditure over the course of the year. • Manage the Association's cash flow including issuing receipts, depositing all monies received in the organisation's bank account and approving payments promptly. • Prepare and distribute invoices/accounts for services rendered. • Provide a financial report at each committee meeting to support strategic planning and decision-making. • Submit tax returns and income tax payments for any paid employees as required. • Manage employee payrolls if required. • Report financial activities to the membership at the AGM. • Act as the signatory on the Association's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary). • Be fully informed about the financial position of the Association at all times. • Prepare financial accounts for annual audit and provide the auditor with information as required. • Acquit funds received from government grants and submit the necessary financial statements where requested. • Prepare all necessary financial statements for inclusion in the annual report.

	<ul style="list-style-type: none"> • Work with the secretary to keep accurate records of all membership payments
Requirements	<p>Current working with Children clearance (Blue Card)</p> <p>To act in the best interests of the Association at all times</p>

Knowledge and Skills	<ul style="list-style-type: none"> • Strong understanding and working knowledge of the constitution, policies and procedures and codes of behaviour of the Association • Financial background and an awareness of accounting procedures • Sound financial management skills • Honesty and trustworthiness • Ability to keep accurate records • The ability to work collaboratively with committee members. • Experience with planning and operations. • The ability to problem solve • Good knowledge of Xero accounting software and Microsoft Office products
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