

YOUTH WORK NSW

ROLE DESCRIPTION - TREASURER

Position Title: Treasurer

Position summary:

The role of the Treasurer is to be responsible for the financial administration of the Association to allow the Committee to provide good governance. The Treasurer is responsible for reporting the Association's financial status to both the Committee and the Association members.

Reports to: Executive Committee, membership.

Attributes:

- Good Organisational Skills
- Punctuality
- Attention to detail
- Has some financial expertise
- Ability to maintain accurate records
- Honest/Trustworthy
- Computer skills
- Good communication skills

Duties may include (but not be limited to):

- Establishing and maintaining appropriate bank accounts
- Providing advice to the Committee in their management of the Association finances
- Issuing membership fee renewals as required by the Committee
- Collecting and recording all incoming monies and issuing receipts
- Keeping accurate records of all membership payments
- Ensuring all income is credited to the correct accounts as directed by the Committee
- Preparing budgets as required and monitoring expenditures against agreed budgets
- Arranging and dispatching any invoices for payment to the Association
- Paying all accounts on time
- Maintaining accurate records of all income and expenditure
- Ensuring all receipts and payments concur with bank deposits and withdrawals

- Preparing Monthly financial reports and present them at committee meetings
- Ensuring all financial records, statements and reports are stored securely
- Being a signatory on Association accounts
- Preparing the annual financial report/statement and presenting to the AGM, as required by the Act
- Supporting any auditing or review processes conducted
- Ensuring the Association complies with the relevant requirements of the Act
- Carrying out any other duties as directed by the Committee.