

# Treasurer Job Description

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of BDI, is responsible for protection of the BDI's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

## Reports to CEO

The treasurer must also ensure that all financial transactions are recorded in the BDI's accounts and producing the BDI's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the BDI rules and the Incorporated Associations Legislation.

## Responsibilities

- ☞ Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- ☞ Provide a list of payments for the previous month to the committee each committee meeting
- ☞ Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
- ☞ Have a good working knowledge of the Model Rules.
- ☞ Receipt and banking of registration fees.
- ☞ Paying of accounts
- ☞ Keeping of financial records
- ☞ Submit bimonthly financial statements to committee
- ☞ Make a report at the end of year AGM

## Financial Reporting

- ☞ Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- ☞ Produce the financial report to members to be presented at the Annual General Meeting
- ☞ Undertake all legislatively required reporting and submissions

## Essential Skills

- ☞ Enthusiastic and well organised.
- ☞ Ability to keep concise financial records in the BDIs accounting system.
- ☞ Ability to allocate regular time periods to maintain the financial records of the BDI.
- ☞ Diligent with receipts and money.
- ☞ Ability to work in a logical and orderly manner.
- ☞ Honest and trustworthy.
- ☞ Financial accounting or book keeping experience preferred.
- ☞ Competent computer skills.
- ☞ Hold a current "Working with Children" Check with Beyond Disability Inc BDI listed.

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and BDI, they should immediately notify the BDI CEO of the conflict who will immediately inform all other committee members.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of CEO: \_\_\_\_\_

CEO Signature: \_\_\_\_\_

