**Treasurer**

**Role Description**

**CoM Title:**  Treasurer

**Responsible to:** CoM President/Chair

**Liaises with:** All CoM members, Manager/Coordinator, Bookkeeper, External Auditors and accountants as required

**Location:** Organisation address

**Time Fraction:** Not applicable

**Employment Mode:** Volunteer

**About the Organisation**

Insert org name is a community based not-for-profit Learn Local Adult Education Centre and Neighbourhood House which has been offering many different activities and classes for members of the community for (00?) years.

This welcoming, friendly and professional House provides activities that focus on adult education, in particular eg; *English, Literacy and introductory level information technology courses.* The House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) backgrounds and also provides eg; *Occasional Childcare and After School Tutoring programs.*

Insert org name is a Child Safe organisation. (See below for an abbreviated version of our Child Safety Statement).

**About the Role**

The role of the Treasurer is to be responsible for the financial supervision of insert org name; to allow the Committee to provide sound financial governance. The Treasurer is responsible to report monthly on the financial status of insert org name to both the Committee and other stakeholders as required.

The Treasurer must be available for the organisations External Auditor if required.

## Duties

* Liaise closely with the Manager/Coordinator in regards to all financial issues
* Provide monthly financial reports and analysis to the board
* Meet with Manager/Coordinator one week prior to CoM monthly meetings to finalise financial reports to CoM
* Ensure development and review of financial policies and procedures is on track
* Ensure the Manager/Coordinator keeps up-to-date financial records as well as an audit trail for all transactions
* Assist the Manager/Coordinator in protecting the organisation against fraud and theft, ensuring safe custody of money, and prompt banking
* Ensure the organisation is compliant with relevant financial obligations
* Ensure the board understands its financial obligations
* Ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax (where applicable)
* Ensure appropriate insurances are in place for the organisation
* Ensure review of relevant internal processes such as accounts payable, accounts receivable, financial reporting, etc. takes place annually where applicable
* Assist the Manager/Coordinator with the development of the annual budget
* Oversee the preparation of the organisation’s annual financial statements
* Provide oversight and support to the Manager/Coordinator as required
* As for ordinary Committee members
* Undertake successful checks of the following:
* National Criminal Police Check
* Working with Children Check (WWCC)
* Banned and Disqualified Check
* National Personal Insolvency Check

The above checks will be undertaken on your behalf by the House. *Some of these checks will not be relevant to some houses.*

## Key Selection Criteria

* Strong communication skills
* Able to interpret and articulate Profit & Loss Statements and Balance Sheet Reports
* Able to liaise with Manager/Coordinator, Bookkeeper other CoG members alongside relevant external stakeholders (auditors, accountants ect.)
* Demonstrable experience in organisational financial matters including:
* Budgeting
* Reporting
* Financial oversight and governance responsibilities

**Child Safety**

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [*inser*](http://www.lalorllc.vic.edu.au)*t organisation’s website* also placed in several visible locations throughout the *organisation’s* site.

Signed……………………………………….. Date………/………/…………….