



Job description Treasurer

1. Role

To provide leadership, strategic direction and oversight of the management of the financial aspects

2. Desired skills and attributes

- Leadership skills
- Understanding of and commitment to the organisation's vision and mission
- Financial qualifications and / or experience in the management of a not-for-profit organisation
- Ability to gift approximately 2-5 hours a week to the performance of the role
- Effective communication skills

3. Outcomes

This position reports to the Chairperson of the Board

4. Responsibilities

1. Ensure the Board is provided with appropriate and timely advice on the financial management of the organisation
2. Ensure that all money due to the organisation is collected and received and that all payments authorised by the organisation are made;
3. Ensure that correct books and accounts are kept showing the financial affairs of the organisation;
4. Ensure the preparation of and adherence to, an annual budget for the organisation;
5. Report to the Annual General Meeting on the financial affairs of the organisation;
6. Oversee and convene the Finance Committee;

7. Oversee and present regular financial reports and records to the Board;
8. Liaise with the Auditors in conjunction with staff;
9. Give an appropriate hand-over to a new Treasurer upon completion of appointment;
10. Participate as a member of the Executive Committee; and
11. All of the responsibilities of a Board member.

5. Executive Limits

1. Ensure approvals for expenditure are not more than 5% deviation from the budget
2. As delegated by the Board
3. To operate within the Constitution
4. To operate within the financial guidelines
5. To operate within the framework and stated policies

6. Term of Office

The term of office for the Treasurer is a period of one year.

7. Performance Evaluation

The performance of a Treasurer is evaluated annually by the Board. Performance is measured on the achievement of roles stipulated in this job description.