

Friends of the Helmeted Honeyeater Inc

Position description for Treasurer

Outline:

The Friends of the Helmeted Honeyeater Inc. is a vibrant and expanding not-for-profit organisation and currently requires a competent Treasurer to oversee its financial administration. The Treasurer is a member of the Executive of the organisation.

The role requires book-keeping or accounting experience given the complex needs of the organisation. This includes financial obligations in relation to GST, employee wages, a growing wholesale and retail plant nursery, changing governance issues, Deductible Gift Recipient (DGR) status and the administration of grants.

To assist the Treasurer with the financial record-keeping and BAS lodgement, the Committee of Management has engaged the services of a bookkeeper.

Key tasks and responsibilities:

- Process transactions (receipts, invoices, bank reconciliation, payroll and payments) in Xero;
- Keep up-to-date records and an audit trail for all transactions;
- Work with, and oversee the work of, the bookkeeper, to ensure the accurate and timely preparation of monthly accounts;
- Provide financial reports (Profit and Loss and Balance Sheet) for all accounts to each monthly meeting of the Committee of Management;
- Prepare reports outlining the current financial situation and draw attention to any implications, potential risks or opportunities;
- Compare actual financial performance against predicted financial performance so the Committee of Management can make informed decisions about the financial future;
- Prepare annual budgets;
- Monitor cash flow by tracking income and expenditure, identify cash flow issues and formulate responses in the case of unexpected problems;
- Bank all monies and make all payments. Payments whether by cheque or online are also to be authorised by another signatory;
- Prompt processing of wages, superannuation and other related payments;
- Current knowledge of employment obligations, particularly in relation to award conditions;
- Be part of annual employee reviews in conjunction with other members of the Executive;
- Monitor term deposits, and decide on reinvestment options;
- Engage a financial auditor to prepare an audited statement of accounts for presentation to the organisation's AGM and be prepared to answer questions in relation to these accounts at the AGM;
- Liaise with the Public Fund committee, advise on any donations, issue receipts;

- Advise on opportunities for fundraising;
- Lodge reports to governing bodies (as required); i.e. Australian Taxation Office (ATO), Australian Charities and Not-for-profit Commission (ACNC), Landcare Victoria and the Register of Environmental Organisations;
- Ensure the organisation complies with its financial obligations; and
- Review policies and procedures in order to protect the organisation against theft and fraud.

Skills and aptitude:

- Understanding of accounting processes and a working knowledge of the rules/regulations governing the organisation's operation;
- Ability to clearly communicate to members of the Committee of Management the nature and content of financial reports;
- Working knowledge of Xero;
- Ability for critical appraisal, to contribute to strategic planning and fund generation;
- Computer literacy and proficiency in Word, Excel, Outlook or their equivalents;
- Proficiency in internet banking;
- Ability to work cohesively as part of the Executive Committee with the bookkeeper, the Committee of Management and the staff of the organisation;
- Attention to detail in both good record keeping and on the overall traceability paperwork;
- Knowledge of GST, payroll management, superannuation, and related financial obligations of not-for-profit organisations; and
- Familiarity with investment management would be desirable but not essential.

Role benefits:

- Opportunity to share your skills and knowledge while working towards preserving and increasing the wild population of the Helmeted Honeyeater;
- Working with a group of like-minded friendly volunteers towards a common goal; and
- Contribute to the success of this not-for-profit group by assisting its financial management and enhancing its effectiveness and sustainability.

Scope of authority:

- The bookkeeper is directly answerable to the Treasurer and then to the Committee;
- The Treasurer will undertake to inform the Executive, and then the Committee of Management of any matters that may affect the organisation's finances;
- Authorisation, along with other signatories, of payments required to be made by the organization;
- Authorise and sign off on staff wages; and
- Maintaining the organisation's financial records and meeting its financial obligations as required by the organisation's Constitution.