



POSITION DESCRIPTION

Portfolio: Treasurer

Last reviewed: July 2018

Overview of portfolio

The Treasurer is responsible for overseeing the financial affairs and compliance of the association. The organisation's financial management is directly tied to the Treasurer's responsibilities. The Treasurer's execution of his / her responsibilities will have a strong impact on the perception, trust, and confidence in which the association is held. Financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions are essential.

Additional resources for consideration

- [The broad responsibilities of the Treasurer of a Not-For-Profit](#)
- [25 questions a NFP Treasurer should ask](#)
- [Budgeting](#)

Essential qualities

- Strong attention to detail
- Can work to deadline
- Accounting /Finance qualifications
- Xero / Excel qualified
- Brings both vision and detail to the role either directly, or through the recognition of the combined talents of board associates;
- Exceptional written and verbal communication skills;
- Works in a proactive, engaged, consultative manner at all times;
- Works successfully in both team, and independent environments;
- Works with the best interests of SGLBA members, partners and sponsors at all times.
- Highly efficient, organised, and delivers to deadline;
- Takes responsibility for development and delivery of proposals with high engagement of all stakeholders

Key Job Objectives (see 'Responsibilities' below for detail)

- Reconciliation of accounts
- Invoice generation / settlement
- Financial reporting
- Budgets
- Reviewing Financial, Taxation and Banking systems
- Education
- Risk assessment
- Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns if and as required
- Budget preparation and maintenance

RESPONSIBILITIES

| Tasks | Description | Timeline |
|--|--|-------------------|
| Reconciliation of accounts | <ul style="list-style-type: none"> ● Use Xero to record all SGLBA financial transactions ● Bank reconciliation; ● Membership reconciliation; ● Event reconciliation; | 8 hours per month |
| Invoice generation / settlement | <ul style="list-style-type: none"> ● Liaise with suppliers, members, non-members, SGLBA Directors / Board associates etc on all matters that require generation or payment of invoices, and reimbursements. | 2 hours per month |
| Financial reporting | <ul style="list-style-type: none"> ● The Treasurer's report to the Board will be based on the prior month's accounts. The Treasurer will also be expected to explain any major discrepancies between budgeted and actual expenditure. It will include Balance Sheet, P&L Bank Reconciliation, Job Activity Summary Report, and Job Activity detailed Report. ● Be able to separate out the accounts for particular programs within the total budget. The Treasurer needs to be able to understand enough about finance to be able to find new opportunities for the organisation, evade the hazards, and assure the Board that the systems work. ● Prepare and present End of Financial year reporting / reconciliation and accompanying commentary at Annual General Meeting. ● The Treasurer should have thorough knowledge and understanding of the organisation's financial reports and important financial ratios. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organisation's fiscal health. | 2 hours per month |
| Budgets | <ul style="list-style-type: none"> ● Prepare and present annual budget, as well as regularly monitor and compare the actual revenues and expenses incurred against such budget in partnership with relevant Director. <p>The development of a budget that supports the organisation's goals and drives decision-making is an important part of an organisation's success in delivering its mission. The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.</p> | 1 hour per month |
| Reviewing Financial, Taxation and Banking systems | <ul style="list-style-type: none"> ● Review effectiveness and efficiency of all reconciliation forms to improve the usefulness of all forms; ● Review income tax obligations of SGLBA and liaise with tax agents as and if required ● Have the association's financials audited if and as required ● Be key point of contact between SGLBA and its bank. Ensuring all signatory records are maintained, and that procedures to manage risk appropriately are put in place, and reviewed from time to time to ensure they remain suitable. | 4 hours per month |
| Education | <ul style="list-style-type: none"> ● Be able to translate financial concepts and information for board members who do not have financial backgrounds or substantial financial experience. ● Be familiar with the particulars of the organisation's finances and the applicable laws, which may include laws related to earned income, the unrelated business income tax, appropriate expenditures, and prudent investments. | 2 hour per month |
| Risk assessment | <ul style="list-style-type: none"> ● Regularly assess risks and whether and how such risks should be mitigated ● Develop and enforce strong internal controls and financial management policies | 1 hour per month |