



Roles and Responsibilities

Treasurer

A. GENERAL DESCRIPTION

The Treasurer's position is an executive role on the committee of the Haemophilia Foundation ACT (HFACT). The Treasurer handles all matters associated with the finances of the foundation. The Treasurer's position is elected annually at the Annual General Meeting (AGM).

B. DUTIES STATEMENT

1. Maintain bank account(s) on behalf of the HFACT ensuring that signatories are up to date.
2. Receive all funds paid to the HFACT, issue receipts and deposit those funds in the bank.
3. Pay all bills and invoices which are made out to HFACT either by cheque or direct debit provided that two of the signatories to the bank account have signed the relevant papers.
4. Maintain an electronic ledger of all transactions on behalf of HFACT using software approved by the committee.
5. Reconcile the transactions recorded on bank statements with the ledger on a monthly basis.
6. Maintain a file of all the documentation supporting receipts and expenses.
7. Maintain a file of wages and other payments to employees.
8. Prepare an annual budget of income and expenses for the committee.
9. Prepare calculations of wages and allowances paid to employees in accordance with awards and determinations of the committee.
10. Ensure that superannuation, leave entitlements, GST and other tax obligations have been met.
11. Prepare regular financial reports for the committee. These reports should give an account of income and expenses as well as account balances and comparison with previous year and/or with the budget.
12. Prepare the annual financial statements in accordance with standard accounting practice and submit them for auditing.
13. Prepare a report on the finances of HFACT for the annual general meeting.
14. Perform other general committee related duties as directed by the HFACT committee.

C. SKILLS AND COMPETENCIES

1. A general knowledge of accounting practices.
2. A knowledge of superannuation, GST and other tax obligations as they apply to non-profit groups and charities.
3. A high level of organisational and communication skills.
4. General knowledge of the Windows™ operating system and general computer literacy.
5. Intermediate level knowledge of MYOB accounting software.

D. TRAINING REQUIREMENTS

1. Attend appropriate training in accounting.
2. Attend general training on the management of non-profit organisations.
3. Attend training on staff management if needed.
4. Attend training in MYOB and other software as required.

E. OTHER REQUIREMENTS

1. This position requires regular access to a computer so that the electronic records can be maintained.
2. This position requires internet access for email, website updates, electronic banking, taxation and related transactions.