

Group Treasurer Position Description

Salary

Volunteer position

Hours

Flexible, typically 2-3hrs per month

Location

Flexible

Term

The term of office is 1 year or until the person chooses to resign, or is no longer a member of the Association. The volunteer may be reappointed annually, not exceeding 6 years.

Reports to

Group Leader

Supervises

Not applicable

Position objective

- Responsible for the keeping and maintaining of the groups finances and financial records
- Supports Key Result Area 2 (Organisational Viability) and Key Result Area 6 (Governance and Organisational Development) in ABA's Strategic Plan and essential activity 'Financial Management' of the Group Priorities Document

Requirements of the position

Essential

- Compliance with ABA's Workplace Health and Safety (WHS) Policy
- Current voting member of ABA
- Agreement in writing to abide by ABA's Code of Ethics
- Has viewed the Volunteering with ABA presentation
- Regular meeting attendance or ability to regularly communicate and meet with the Group Leader

Skills and experience

- Basic math and financial record-keeping skills
- Effective communication and writing skills
- Ability to work effectively with the volunteers and members of the Association
- Ability to work as part of a team

Knowledge

- An understanding of ABA's Code of Ethics
- A basic understanding of the bookkeeping process

Qualifications

Desirable, but not essential, to have completed, or be working towards completing, the unit BFEADM405A Administer a Volunteer Group

Communication

- Group Leader
- Group volunteers
- Group members
- Group Auditor
- Bank
- Group Suppliers
- Mothers Direct

Key responsibilities

- Keep all financial records up to date. This includes cash book, receipt book, cheque book, deposit slips and petty cash claims etc
- Maintain all bookkeeping procedures in accordance with ABA guidelines
- Maintain a file of all group financial records eg invoices, accounts, receipts, bank statements etc. All records are required to be kept for a period of five (5) years
- Receive bank statements for the group account/s and perform bank reconciliations on a monthly basis
- Receive monies collected by others in the group to be deposited and receive duplicate copies of receipts (Sales Coordinator, membership payments, Fundraising Coordinator, Breast Pump Hiring Officer etc)
- Regularly bank all monies received (at least monthly) and enter details in cash book
- Be responsible for paying all accounts received by the group by cheque or online transfer. (Note that all cheques and transfers must have two signatories, one of whom is the Group Leader)
- Pay petty cash claims, following authorisation from the Group Leader
- Give a short summary of the group's financial position at group meetings if requested
- In conjunction with the Group Leader, arrange for the annual audit of the group's financial records
- Arrange new authorities and specimen signatures for the bank when group signatories change
- Where a group uses internet banking, keep group passwords and security tokens in a secure location
- Follow up on outstanding unbanked cheques
- Provide bank balance to the Group Leader upon request
- Prepare a financial report for the group bulletin if requested

- In conjunction with the Group Leader, prepare financial reports as required, including the annual group budget, 6-monthly statement of group finances, fundraising and donations, and the annual audit report
- Pass all relevant records to new position holder or Group Leader on vacating the position

Delegated authority

The Group Treasurer has authority to act within the guidelines of this position description and the Australian Breastfeeding Association's Constitution, Code of Ethics, policies and procedures, and Delegations Manual.

Key performance indicators

- All group financial records are kept within Association policies and procedures
- Annual audit of group financial record take place
- 6-monthly financial reporting in conjunction with the Group Leader is completed
- All income is banked promptly within that calendar month
- All accounts or group expenses are paid within the required time frame
- The group financial records are reconciled monthly against the bank statement
- Group Leader is kept informed of financial status of the group

Revision history

Revision	Date	Description of modifications
		Original Job Brief
PD017.201109	28 September 2011	Developed and approved by Branches Management Team
V3	14 July 2013	Updated by the BFEPRO413 2013/04 study group, incorporated new website template, reviewed by Financial Resources Development Manager and approved by Branches Management team.