



JOB DESCRIPTION

Position Treasurer

The position of Treasurer of the Macleay Valley Community College Inc. is voluntary. The Treasurer is a member of the management committee and is elected at the Annual General Meeting or, upon early termination of the previous Treasurer's appointment, at a Special Meeting convened by the Committee.

The principal roles of the Treasurer are:

- To oversee the organisation's finances and budget;
- To ensure the organisation's staff keep the accounts and prepare financial reports for the Committee in consultation with the Auditor.
- To ensure that adequate books of account are kept, an annual budget is produced and an audit is prepared.
- To ensure the Committee receives adequate financial advice.
- To ensure proper financial management systems are in place.
- To ensure that the financial management systems are followed.
- To ensure spending is in line with the budget.
- To ensure that monthly financial reports are prepared and are accurate and that the committee understands them and deals with any financial issues.
- To ensure that financial reports required by any funding bodies are prepared and sent when required.
- To ensure the financial records are audited each year and that end of financial year reports are produced within the timeframe specified in the constitution.
- To assist the Centre Manager with submissions for funding.
- Be a spokesperson for the committee when needed.