

Position Description for Treasurer

Position Overview

Like all positions at Radio Eastern FM, the role of the Treasurer is voluntary. The Treasurer needs to have, or be willing to develop as soon as possible, a clear understanding of the stations day-to-day entry of financial transactions using standard accounting software such as MYOB or QuickBooks. As a minimum, the Treasurer needs to keep, or ensure that the station keeps financial records to support income and expenditure. This position description is to be read in conjunction with the position description for Ordinary Committee of Management member.

Position Objective

While the Committee of Management is ultimately responsible for the operation and management of the station, the Treasurer's objective is to maintain and manage the finances of the station and to provide regular financial reports to the Committee of Management. This includes financial reports, budgets and insurances.

Key Tasks and Responsibilities

The Treasurer is directly responsible for the following:

1. Making sure all day-to-day financial transactions are up to date, accurate and in order.
2. To ensure that all monies due to the station are collected and received and all payments authorised by the station are made.
3. Acts as a signatory, along with another Committee of Management member for financial matters.
4. Reviews and ensures the integrity of monthly financial reporting, budgets and cash flow to the Committee of Management.
5. Ensures a financial review assessment is presented to the Committee of Management on an annual basis.
6. Calls the motion at the Annual General Meeting for the acceptance of the financial reports.
7. Where appropriate or required, aspects of the Treasurer's role are delegated to the Finance Group.

Skills

1. A detailed knowledge and understanding of financial processes and standard accounting practices and principles.

Requirements

1. Adheres to general duties outlined in the Ordinary Member of the Committee of Management job description
2. Fosters a positive working relationship with other station members and staff.