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| Graphical user interface  Description automatically generated | | Treasurer - PD | | | |
| Document No: | POS-007 | Revision No: | 2.0 | Effective Date: | 25/10/2023 |

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| **Role Title:** | Treasurer | **Organisational Team:** | Management Board |
| **Position Hours:** | Approx. 10 hrs per month | **Remuneration:** | Volunteer role |

1. **Position Summary**

The Treasurer is responsible for ensuring the Coastal Dry Tropics Landcare Incorporated (CDTLI) Committee meets legal requirements for financial management of all funds received and expended by the group.

The Treasurer will be familiar with CDTLI information so when approached by members / community can give the correct advice. This information includes but is not limited to name / location of Landcare sites; current projects; mission, vision and strategic goals; group resources and educational material; scheduled events.

1. **Roles and Responsibilities**
2. Serve on the CDTLI Board.
3. Oversee the financial status of the organization, including developing long and short-term financial plans, monitoring the budget and ensuring sound financial controls are in place.
4. Ensure finances permit the organisation to make continuous progress towards the achievement of its mission and that funds are allocated properly to reflect present needs and future potential.
5. Manage and supervise the duties, time, and workload of the Finance Officer.
6. Ensure all income and expenditure is properly accounted for by the Finance Officer.
7. Attend and report to the CDTLI Board as required with financial statements and reports prepared by the Finance Officer.
8. In conjunction with the Finance Officer, assist with the preparation of the annual financial accounts for audit purposes and provide the auditor with necessary information and documentation.
9. In conjunction with the Finance Officer, prepare the annual budget in consultation with the Board.
10. Monitor actual income and expenditure outcomes, compare with the budget, and provide the Board with explanations of any significant variations.
11. Ensure all staff and board members do not exceed authority ceilings for financial expenditure without reference to the CDTLI Board.
12. Ensure all taxation commitments including BAS and superannuation payments are met by CDTLI.
13. Be one of several bank signatories for online banking and approvals.
14. In conjunction with the Finance Officer prepare financial acquittals of grants in a timely manner.
15. In conjunction with the Project Officer and Finance Officer, assist with the financial budget component of grant applications.
16. Monitor the expenditure of grants and sponsorships.
17. Must be discreet and maintain confidentiality on relevant matters.

1. **Financial Delegation**

* For general transactions related to CDTLI operations, the Treasurer can act as the final authoriser for online Commbiz payments up to $15000.
* Any individual expense (aside from below) over $5000 requires the submission of at least two quotes to the board for a full vote and approval.
* The treasurer can authorise / expend up to $25000 for BAS payments to the ATO or for superannuation contributions made on behalf of employees.

1. **Preferred Skills**
   * Have an accounting qualification or extensive bookkeeping experience.
   * a sound working knowledge of Quickbooks.
   * An ability and willingness to learn new skills if necessary.
   * Be committed to enacting effective leadership and collaboration with others.

* Be able to present at Board meetings and explain the financial aspects and advise on possible impacts of financial decisions to the Board Members.