

POSITION DESCRIPTION:

TREASURER

JOB OVERVIEW:

The primary role of the treasurer is to ensure that the financial affairs of the kinder are conducted in an appropriate manner. The Treasurer, is primarily responsible for budgeting, planning and financial reporting for the Kinder, as well as overseeing the banking and day to day bookkeeping managed by a bookkeeper / Finance Officer

KEY ACCOUNTABILITIES:

- Preparing the budget in consultation with the committee and assisting the committee to monitor and update/change the budget as required.
- Sign-off payroll process on a fortnightly basis.
- Manage the paid external Admin/Finance Officer who is responsible for;
 - ❖ Biweekly payroll processing
 - ❖ Day to day processing of banking, MYOB accounting software management
 - ❖ Issuing of Fee invoices each Term
 - ❖ Input of enrolment data into government database
 - ❖ All ATO compliance requirements including quarterly BAS
- Maintenance of accurate financial accounts and records to meet legislative and regulatory compliance requirements and report to committee and at the AGM
- Budgetary control over ad hoc projects such as fundraising events, investment of kinder funds, changes to staffing roster or general payroll queries

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)