

Treasurer

Desirable Skills

- Bookkeeping, accounting or financial management experience
- Methodical and organised work approach

Responsibilities

- Coordinate the day-to-day financial management of the organisation including monitoring and recording all incoming and outgoing transactions
- Ensure all necessary financial information is accurately recorded in MYOB
- Ensure all accounts are paid in accordance with payment terms
- Regularly collect and deposit cash to ensure minimum amounts are held within the office
- Prepare and present financial statements as necessary to the management Committee and U3A membership at the Annual General Meeting
- Arrange an annual audit of accounts at the end of each financial year
- Maintain and update a Fixed Asset Register
- Ensure all necessary insurance policies are up to date and appropriate for the organisation
- In conjunction with the Secretary and President, review and evaluate internal controls and recommend any required changes
- Ensure the organisation complies with tax regulations and other legislation regarding non-profit organisations, including acquittal and reporting of grants