**Purpose of the position:**

The Treasurer forms part of the Executive Committee, as one of the Executive Officers of the Association, as per the Evesham Road Kindergarten Constitution. The Treasurer is responsible for ensuring all aspects of the kinder's financial activities are documented and comply with the requirements set out in the Evesham Road Kindergarten Constitution. The Treasurer is to pay all accounts, prepare financial reports and budgets, consult with the professional bookkeeper, prepare an annual report for the AGM and communicate all financial information to the Committee and staff. The Treasurer one of the authorised Signatories on Bank Accounts

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming Treasurer regarding any current financial reports and relevant information
* Act in the best financial interest of Evesham Road Kindergarten

**SKILLS**

* Computer Skills and familiarity with internet banking
* Well-developed communication skills
* Understanding of budgeting and financial reporting requirements
* Record keeping skills
* Ability to work in a team

**Key Tasks:**

1. **Day To Day Responsibilities**
* Make EFT payments for supplier's invoices and staff reimbursements as and when required
* Make BPAY payments for utility accounts as and when required
* Save supporting documentation (invoices, emails, reimbursement forms etc) for all payments made
* Provide approval as required for any ad-hoc purchases
* Transfer money to Debit Card to maintain balance and any required purchases
1. Monthly Responsibilities
* Provide payment summaries and government funding reports to bookkeeper and answer any queries
* Attend monthly Committee meetings and present a Treasurer's report. Including a Budget vs. Actual P&L
* Attendance and participation at Executive Committee meetings,
1. Quarterly Responsibilities
* Prepare quarterly return for submission to Portable Long Service Authority (PLSA) and make payment
* Make payments to ATO in respect of quarterly BAS submissions prepared by the bookkeeper
1. Annual Responsibilities
* Prepare the Budget for the next fiscal year and take this to the Committee for approval.
* Consult with the bookkeeper for the budget to be loaded into the kinder's accounting software
* Present a Treasurer's report at the AGM regarding the kinder's financial position and read out the Auditor's report
* Renewal and payment of insurance policies
* Renewal and payment of subscriptions
* Review Bookkeeper and Auditor performance to maintain transparency and ensure no Conflict of Interest
1. Other Responsibilities
* Communicate any additional financial information to Committee and Staff.
* Consult with Assistant Treasurer on various issues such as payment approvals, bank branch visits etc.
* Assist in other duties as and when required.
* Knowledge and understanding of Service agreement between Department of Education and Training (DET) and Evesham Road Pre-School Association.