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## **Gosford Pre-School Inc. Committee Role of Treasurer**

### **Responsibilities (but not limited to):**

1. Ensure financial records are kept
2. Ensure payments are duly authorized and made in a timely manner
3. Ensure payroll is run in timely manner
4. Ensure that all debtors are billed in a timely manner
5. Report financial matters to Committee at each Committee Meeting
6. Manage the relationship with the auditor and provide all information required by the auditor
7. Responsible for the relationship with the external outsourcing accounting firm
8. Provide guidance and counsel to Director in financial matters
9. Ensure that BAS Returns are submitted in a timely and accurate way
10. Sign off all applications, submissions and regulatory returns of a financial nature
11. Bank signatory
12. Ensure that all funds received are duly banked in a timely manner
13. Prepare Annual Financial Report for Annual General Meeting
14. Sign off Annual Form A12 to Fair Trading
15. Ensure that ATO and ABR authorised contacts are current
16. Manage current funds in optimum manner
17. Preparation of financial budget
18. Individually and severally with other Committee members perform the responsibilities of the committee of an incorporated association and approved provider of early childhood education and care service

### **Experience/Qualifications:**

1. Good knowledge of the Constitution, Associations Incorporation Act and Regulations
2. Good knowledge of the ACECQA and Early Childhood Education Directorate requirements for membership of the Management Committee of an Approved Provider of an Early Childhood Education and Care Service
3. Working knowledge of Xero Accounting System
4. Working knowledge of pay-roll system and process
5. Working knowledge of accounting processes/procedures, preferably with accountancy qualifications
6. Working knowledge and experience of lodging BAS returns
7. Awareness of the regulatory reporting obligations of an incorporated association
8. High level IT skills, including spreadsheets preparation

### **Expected Time Commitment:**

1. Approximately 1-2 hours per week **in addition to** preparing for and attending Committee Meetings.
2. Depending on matters before the Committee and involvement in projects/research activity, flexibility of the above estimation of volunteer time commitment is essential.

### **PLEASE NOTE:**

A current Working With Children Check clearance and current National Police Check clearance certificate are mandatory.