



NSWERA Governance Manual SMC Position Description - Document No. 7.3.4

Position Title

Treasurer

Position Purpose

To ensure the finances of NSWERA Inc. are managed to best practice, and as defined in NSWERA Constitution.

Principle Accountabilities & Performance Indicators.

Payments and Receipts

It is the duty of the treasurer of the Association to ensure that all money due to the Association is collected and received and that all payments authorized by the Association are made.

KPI – Running monthly balance and Profit & Loss sheets ratified by SMC.

Records

Correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association and all financial reporting is completed as required.

KPI – Audited annual financial statement ratified at AGM.

Budgets

Prepare and manage the operating budget, develop and manage budgets for specific projects. Keep the SMC informed of the financial position of the association and it's projects.

KPI – Budgets set and being tracked.

Reimbursements

Manage the reimbursement of out-of-pocket expenses to a defined policy and procedure.

KPI - Reimbursement policy defined, understood by all, and applied.