



# Position Description

## HONORARY TREASURER

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was established by Ballarat wildlife carers and veterinary professionals to respond to the growing need for specialised care of sick and injured wildlife in Ballarat and surrounding areas.

BWRAC also support and promote wildlife conservation through education, advocacy and research.

BWRAC was incorporated on 20<sup>th</sup> July 2022. We are an incorporated association and a registered charity. We have a long-term goal of acquiring Deductible Gift Recipient (DGR) status with the tax office.

As a registered charity there are reporting requirements and certain governance criteria that we must satisfy on an ongoing basis. We must lodge annual returns with the Australian Charities Not-for-profit Commission (ACNC).

The **Treasurer** is expected to actively work as part of the BWRAC executive team. As an executive member, the Treasurer shares responsibility and decision-making with other members of the executive team and it will therefore be an important part of the Treasurer's role to ensure that other members understand financial information that is being presented and the implications of this information. The Treasurer will work closely with the Secretary to manage the financial component of maintaining memberships, developing and maintaining appropriate finance related policies and procedures.

Each executive (ie President, Vice-President, Secretary, Treasurer, Community Education Director) has the responsibility of leading a sub-committee. The Treasurer is responsible for the finance sub-committee, this includes fundraising and managing volunteers. The main duties are to oversee the financial administration of the organisation, review procedures and financial reporting, advise the team on financial strategy, and advise on fundraising. The Treasurer will work with each sub-committee to determine what fundraising they need and to record and monitor budgets and to calculate forward expenditure planning.

### **Treasurer responsibilities:**

#### ***Financial Oversight:***

- Record all financial transactions in the NetSuite accounting software in a timely manner.
- Maintain accurate petty cash records, donation boxes and safe cash storage until banked.
- Promptly pay invoices and issue receipts in a timely manner.



- Reconcile bank statements monthly and present them at each Committee meeting.
- Maintain a backup copy of all accounts of the association (ie off site or in the cloud).
- Provide monthly updates on all bank and other income stream balances.
- In collaboration with the Secretary, create an electronic timeline or calendar documenting due dates and other upcoming payments or reoccurring payments.

***Legal & Regulatory:***

- Create and maintain Ledgers (records of payments/income for each account), by an accessible modern software accessible by other members of the Committee, with approved access.
- Ensure compliance with ATO regulations (ie tax returns, reporting obligations etc) and maintain all tax and other concessions.
- Ensure compliance with registered fundraising reporting obligations.
- Always act in the best interests of BWRAC. Ensure that it doesn't trade while insolvent.

***Governance:***

- Lead and oversee the finance sub-committee, ensuring agendas and minutes of sub-committee meetings are recorded accurately and filed in BWRAC's Microsoft OneDrive and labelled appropriately.
- Use BWRAC Microsoft email account for all BWRAC business or correspondence.
- Ensure BWRAC has financial literacy necessary to conduct its activities.
- Identify and bring to the attention of the committee any areas of financial risk to BWRAC.
- In collaboration with the Secretary, create and maintain appropriate financial policies and procedures; and comply with ACNC governance obligations.
- Record and report to the executive committee on all financial correspondence.
- Prepare and present annual financial statements to the Annual General Meeting.
- Maintain a list of authorised bank accounts and signatories.
- Maintain an asset register (in collaboration with the Secretary).
- Oversee the organisation's general risk management systems and insurance. Reporting and liaising with the Committee.

***Planning:***

- Lead and manage annual financial budget planning for BWRAC and sub-committees.
- Oversee individual project finance management and budgeting etc.
- Review and regularly assess banking and investment options.
- Collaborate with the Community Education Director to actively seek out grants/funding.



## Skills & Competencies

- Capability and willingness to oversee the practical operational aspects of the organisation's finances, including budgeting and sourcing funding.
- Experience of current not-for-profit and charity governance requirements.
- Strategic planning, open communication, critical thinking and influencing skills.
- Basic accounting experience and using accounting software (BWRAC uses NetSuite).
- Willingness to uphold BWRAC values; leadership, respect, integrity and collaboration.

## Preferred

- Previous experience as a Treasurer (or assistant treasurer) will be highly regarded as will experience working as part of a not-for-profit team of volunteers.
- Chartered Accountant or CPA or recent membership of either body.
- Software: NetSuite, Microsoft 365 Teams, Excel, Outlook
- Experience in Governance | Risk management | Grant writing or Fundraising.
- An interest or background in biodiversity or wildlife conservation.
- Experience with Deductible Gift Recipient (DGR) requirements and compliance.
- Excellent organisational skills and be familiar with version controlled documents.

**QUALIFICATIONS:** Accounting, CPA, finance or business qualifications are highly desirable.

Current Working with Children Check.

Police check within the last three years.

**MEETING OBLIGATIONS:** The BWRAC Executive Committee meets at least four times per year. They are held in person or via online teleconferencing for approximately two hours. As sub-committees are formalised they will have their own meeting timetables.

### Software and systems used by BWRAC:

Email & Communication - Microsoft 365 (Teams)

Microsoft Word & Excel

Mailchimp

Oracle NetSuite (Accounting)

Canva, InDesign & Photoshop



Zoom

Various social media platforms

## Reporting relationships

Reports to:	BWRAC Executive
Responsible for:	BWRAC Finance sub-committee team
Internal relationships:	President, Vice-President, Community Education Director, Treasurer and the various sub-committees
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies and various authorities.

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