

POSITION DESCRIPTION



TREASURER

OBJECTIVE To perform the role of Treasurer and to provide accurate financial management of the Atwell Toy Library. To assess the budget and determine the funds required from fundraising activities and grant applications, and coordinate implementation of a strategy to raise required funds.

KEY TASKS & RESPONSIBILITIES

General

- Liaise regularly with Toy Library President on the financial situation of the Toy Library.
- Prepare budgets as required by the Committee.
- Provide a financial statement showing all in-coming and outgoing monies, including bank balance reconciliation; and comparison of the results with the approved budget, to Committee meetings, together with copies of all current bank statements.
- Present annual financial statement at AGM.
- Arrange for audit of annual accounts if required by the Committee, including obtaining quotes and preparing records and financial statements.
- Prepare budget and financial statements for inclusion in council grant submission and any other funding submissions.
- Be a bank account signatory.
- Participate in Committee decision-making and voting.

Fundraising Events

- Determine amount of funds required from member fundraising, to be confirmed by the Committee.
- Provide an evaluation of each fundraising event and present a written report to the Committee with recommendations.
- Record and file the planning and organisation of each event, including costs, quantities, successes and failures of the event.
- Write and provide information for the Toy Library newsletter to advertise proposed fundraising activities

Grants

- To identify opportunities to seek funding from Council, Lottery West, Banks, etc.
 - Conduct Internet searches to find new opportunities for grants.
 - Prepare and lodge submissions for funding and grants.
 - Monitor the application progress and outcome of submitted grants.
 - Complete the grant acquittal in a timely manner.
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- DESIRABLE SKILLS
- Report writing
 - Finance management/book keeping
 - Experience of online software
 - Event coordination
 - Team player
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- DOCUMENTATION
/ ITEMS
- Bank account signatory
 - Finance folder on OneDrive
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- CONTACT
PERSON FOR
- Financial Statements
 - Invoices
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