

# Position Description

<i>Position</i>	TREASURER
<i>Date Created</i>	October 2012
<i>Date Last Updated</i>	September 2024

## 1. POSITION PURPOSE

The Treasurer’s purpose is to manage and oversee all the kindergarten’s financial activities, including setting and monitoring the kindergarten’s budget, paying invoices and working with the external bookkeeper to ensure all the income and expenditure is correctly recorded.

The Treasurer is a member of the Executive Subcommittee and as such is required to become an Approved Provider as defined by the National Quality Framework (NQF).

## 2. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone with some experience or interest in financial management, with a working knowledge of Word, Excel, Xero, Internet Banking, and willingness to develop knowledge of The Kindergarten Funding Guide and other reporting obligations.

The Treasurer needs to be able to collect paperwork from the kindergarten regularly, send payments, provide information monthly to the bookkeeper, manage cash, and respond to ad hoc requests.

The Treasurer role is ongoing throughout the year and includes follow up on fees and voluntary donations, establishment of the following year’s budget, and invoice payments.

## 3. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	ARRANGE PAYMENT OF ALL ACCOUNTS & RECORD ALL NON-FEE INCOME (with aid of the Bookkeeper)
<p>Activities</p> <ul style="list-style-type: none"> <li>▪ Process* all invoices received</li> <li>▪ Deposit cash/cheques (Rarely)</li> <li>▪ Oversee cash processing on fundraising days</li> <li>▪ Approve submission of IAS and BAS to ATO by bookkeeper</li> <li>▪ Quarterly GST payments</li> <li>▪ Follow up on unpaid fees and voluntary contributions</li> </ul> <p>*'process' includes paying all expenses included in the annual budget, seeking CoM approval (or Executive Sub-Committee if urgent) for expenses not in the budget, or in excess of the budget, and forwarding invoices to the bookkeeper who will update in Xero</p>	

Key Responsibility:	FINANCIAL REPORTING & BUDGET MONITORING
<p>Activities</p> <ul style="list-style-type: none"> <li>▪ Provide details of all expenses and bank statements to the bookkeeper at the end of each month</li> <li>▪ Review financial reports prepared by bookkeeper</li> <li>▪ Management of cash balances to maximise returns whilst ensuring sufficient cash is available in the cheque account to cover payroll and invoices as they fall due</li> <li>▪ Management of banking relationships including maintenance of bank signatories</li> <li>▪ Ensuring compliance with the requirements of the kindergarten funding guide</li> <li>▪ Liaise with the Bookkeeper on invoicing and fee collection processes</li> <li>▪ Work with Bookkeeper/Staff/Secretary too complete DET forms and other regulatory submission</li> <li>▪ Reconcile DET funding back to expectation based on the number of enrolled children (with the aid of the bookkeeper)</li> </ul>	

Key Responsibility:	FINANCIAL REPORTING & BUDGET MONITORING
<ul style="list-style-type: none"> <li>▪ Review insurance policies and premiums before renewal and other ongoing contracts (utilities and services) to ensure coverage and service is adequate and providing value for money</li> <li>▪ Submitting remuneration statements to WorkCover Australia</li> <li>▪ Update CoM on financial performance at regular intervals (including CoM meetings) and as required</li> <li>▪ Arrange for the financial statements and records to be examined and audited after the end of the financial year (30 September) by the Auditor for presentation to the AGM (if applicable, that is, where turnover exceeds statutory trigger).</li> </ul>	

Key Responsibility:	PAYROLL SUPPORT
<p>Activities</p> <ul style="list-style-type: none"> <li>▪ Confirm details of staff leave and overtime with bookkeeper and administrator as required.</li> <li>▪ Monitor the staff leave provision balances to ensure sick leave and other leave is correctly recorded.</li> </ul>	

Key Responsibility:	ANNUAL BUDGET AND FEE SETTING
<p>Activities</p> <ul style="list-style-type: none"> <li>▪ By June, convene a working group to review budget and update the budget for following year.</li> <li>▪ Prepare a draft budget based on the budget for current year, ensuring pay increases and funding rates are updated and accurate and that staff hours and non-staffing costs meet any changes program needs.</li> <li>▪ Make recommendation for budget and fee levels for approval by Committee of Management by August each year. Ensure that the needs of the local community are considered in the fee proposal, and that fees are unlikely to be a barrier to entry.</li> <li>▪ Align the Delegation of Responsibilities with the Fees Policy and budget, then obtain CoM approval.</li> </ul>	

Key Responsibility:	POLICIES FOR REVIEW
<p>Policies Responsible for:</p> <ul style="list-style-type: none"> <li>▪ Fees Policy.</li> <li>▪ Other policies as directed by Vice President during the Annual Review Cycle.</li> </ul>	