Treasurer

Job Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

- To oversee the financial management of Summerhill Park Kindergarten, ensuring accurate digital record keeping, transparent reporting, and compliance with all funding, regulatory and audit obligations.
- To work collaboratively with the bookkeeper, administrator and the CoM to maintain efficient financial systems that support the kindergarten's long-term stability and community goals.
- As a member of the Executive Subcommittee, the Treasurer is required to become an Approved Provider under the National Quality Framework (NQF).

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Has experience or interest in financial management and budgeting.
- Is confident using Word, Excel, Xero, and internet banking.
- Is willing to develop knowledge of the Kindergarten Funding Guide and Department of Education reporting requirements.
- Can attend monthly Committee of Management meetings either in person or via video call, as this role forms part of the kindergarten's governance and decision-making process.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	PAYMENTS AND CASHFLOW MANAGEMENT

Activities

- Ensure all invoices are emailed to the bookkeeper, who prepares batch payments in Xero.
- Review and authorise batch payments online, ensuring all items are consistent with the approved budget and delegation limits.
- Maintain dual authorisation of payments with President required for approval.
- Oversee cash handling arrangements for fundraising events, ensuring funds are recorded and reconciled.
- Approve Business Activity Statements (BAS) and Income Activity Statements (IAS) prepared by the bookkeeper, and confirm any GST payments are made by the due date.
- Work with the Social & Fundraising Manager and bookkeeper to ensure fundraising income and expenditure are reconciled accurately.

Key Responsibility:	FINANCIAL REPORTING, COMPLIANCE AND RISK MANAGEMENT

Activities

- Review monthly profit and loss and balance sheet reports prepared by the bookkeeper.
- Provide brief financial updates at CoM meetings, highlighting key info and overall position.
- Reconcile DET funding against expected income based on current enrolments.
- Manage cash balances across accounts to maintain liquidity and achieve appropriate returns.
- Maintain banking relationships, including the process for updating signatories.
- Review insurance policies and service contracts before renewal to deliver coverage and value.
- Submit annual WorkCover remuneration statements and ensure premiums are paid promptly.
- Ensure compliance with Kindergarten Funding Guide, DET reporting, and statutory deadlines.
- Coordinate the annual audit process and present audited financial statements at the AGM.
- Support the lodgement of financial reports through the Funded Agency Channel (FAC) and Australian Charities and Not-for-profits Commission (ACNC) once accounts are approved.

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.

Key Responsibility:	ANNUAL BUDGET AND FEE SETTING
Activities ● Work with the bookkeeper, Executive, and CoM to prepare the annual budget. ● Review and finalise the draft budget, confirming assumptions for funding, staffing, and voluntary contributions. ● Recommend budget and fee levels for CoM approval, ensuring affordability and alignment with community needs. ● Ensure the Delegation of Responsibilities and Fees Policy align with the approved budget.	

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies ● Fees Policy ● Other finance-related policies as directed by the Vice President during the annual review cycle	

Support, training and advice are available through the Early Learning Association Australia