

LifeBlood Australia

FileNote **SPA - Treasurer**
Subject Position Description
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Position	Association Treasurer
Tenure	Annual re-election
Reports to	President
Focus	Accurate annual returns Cash flow forecasting Financial management Financial integrity
Responsibilities	Monthly bank reconciliations Monthly variance report - Actuals vs Budget Monthly cash forecast Annual budgets for each cost centre Annual financial statements - BS+PL BAS & GST returns??
Remuneration	Nil
Direct Reports	Contract book-keeper IF approved/required (when transaction volumes get too large)
Expenses	Pre-approved expenses only
Supplies	Xero subscription BYO Computer
KPIs	Accurate cash demand reporting Accurate bank reconciliations Accurate variance reports Ideally, monthly reports 7-10 days after month-end
Qualifications	Bookkeeping and/or prior treasury experience