

Role Description

- PNH CoM Treasurer

Approved/effective date V1	September 2021
Due for review	September 2022

Prime Role

The Treasurer is responsible for overseeing the organisation's financial management, the maintenance of all records pertaining to the organisation's financial affairs; and ensuring that the financial processes of the organisation conform to best practice.

Responsibilities

The role involves the following responsibilities as outlined in the Rules of Incorporation:

- Ensure that financial reporting and accounting processes meet contemporary Accounting Standards.
- Ensure the financial processes comply with PNH Financial Management Policy.
- Prepare the annual budget for presentation to the Committee.
- Present monthly financial reports to CoM, typically including:
 - Balance Sheet (Assets, Liabilities and Equity)
 - Income Statement (profit and loss statement, or P&L) - income and expenditure
 - Cash Flow Statement - net cash from operating activities
 - Actual income and expenditure against budget
 - Financial analysis - Financial KPIs (monthly trend data) such as program efficiency ratios, e.g. monthly intake from activity participants/cost of operation per month less cost of Coordinator.
 - Report of any discrepancies
 - Grants summary
- Present the Annual Financial Report to Members at the Annual General Meeting
- Ensure payment and record of all monies owed by the Association.
- Ensure the collection and receipt of all monies due to the Association.
- Ensure the preparation of wages for staff and payments for staff. This will include making appropriate deductions for taxation, payment of superannuation and provision for long service leave entitlements.



- Ensure that Australian Taxation Office, Work Cover Authority and Superannuation Guarantee Fund requirements are met.
- Recommend to the Committee investment strategies for funds.
- Ensure all information required by the auditor is provided.
- Liaise with the Secretary and PNH Coordinator regarding required financial reports for regulators and funders e.g. Consumer Affairs Victoria (CAV); Australian Charities and Not-for-Profits Commission (ACNC); and Dept. Health and Human Services (DHHS).
- Ensure financial records are kept for a period of seven years.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

The Treasurer may delegate aspects of the role to another committee member or staff, or with authorisation of the CoM, to external experts, but at all times remains accountable and must ensure responsibilities are carried out.

Election and Term

The Treasurer is directly elected by PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting.