

Australian **Mutuals** History



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A trading division of Australian Credit Union Archives Trust

ABN: 54 359 647 476

Position Description – Treasurer

The Treasurer at the Australian Credit Union Archives Trust (ACUA) controls the Trust's finances on behalf of the Trustees.

The Treasurer is responsible to the Trustees. The Archivists are direct reports to the Chair of the Trust however require a close working relationship with Treasurer.

The Treasurer attends to financial records, payroll for employees, contract management, and statutory reporting as well as assisting Archivists meet operational requirements.

The role is a part time engagement requiring an average of 20 hours a month varying over the course of the year.

Position Requirements / Tasks

The Treasurer works in a part time honorary capacity. Working hours and location are flexible. Attendance at the Trust's office is generally not required.

It is envisaged that the position requirements equate to approximately 15 – 20 hours a month although some months may see this increase to 25 – 30 hours.

Tasks are listed below, arranged by frequency.

Fortnightly

- Liaise with Archivists as required on operational requirements, projects, challenges, etc. Generally conducted by email or phone.
- Monitor bank account balance (no overdraft facility) to minimise funds in operating account and maximise return on invested funds
- Payroll (both Archivists paid fortnightly)
- Pay Creditors

Monthly

- Manage Cashflow including invested funds
- Bank Reconciliations – All accounts
- Investment Register Reconciliation
- Provide Trust Chair with copy of Reconciliations
- Superannuation Payments – Compulsory Super Guarantee

Quarterly

- Reimburse Petty Cash (or as required)
- BAS Return
- Prepare Trustee Meeting Financial Reports.

Annual

- Invoicing of Contributions from Mutuals (Annual – July)
- Prepare Operating Budget for Trustee Approval (Annual – April/May)
- Prepare Annual Financial Reports for Audit (Annual prepare in July, Audit usually Nov- January)
- ACNC Reporting (Annually December)

Periodic

- Liaise with key suppliers as required – Ultradata – Website; Discovery Technology – IT systems; Grant Thornton (Claire Scott) – Auditors; Australian Mutual Bank – Office Occupancy /Landlord COBA – Trust Sponsor:
- Liaise with Trustees as required
- Invoicing for Miscellaneous Income as required

Skills & Experience

- Experience in financial control/accounting/bookkeeping and office administration including HR and payroll responsibilities.
- Ability to work alone and to make all necessary professional decisions.
- Strong written and spoken communication skills.
- Basic to intermediate computer skills including Word, Excel. Understanding of database software (Archivists use a specialist Archiving Software)

Qualifications

Formal Management or Accounting qualifications are well regarded.

Prepared/Updated August 2020.