



Position Title	Volunteer Treasurer Neighbourhood Watch NT
Location	Northern Territory
Primary Objective	The Treasurer's role is to ensure record keeping and accounts meet the conditions of funders or statutory bodies, that the organisation complies with relevant legislation and that appropriate financial systems and controls are in place. The treasurer must be fully informed of the financial position of the organisation at all times. The treasurer is also a member of the Executive Committee.
Key responsibilities	<ul style="list-style-type: none"> • Be well informed about the Finances of the organisation • Ensure preparation of the annual budget via the accounting system and in conjunction with the Office Manager • Monitor cash flow • Liaise with Office Manager and bookkeeper as required • Is one of at least two cheque/ online banking signatories • Responsible for all receipts and ensuring all funds are paid into the associations bank account • Responsible for making all payments, as per the organisation's <i>"Signatories, Expenditure Authorities and Arrangements"</i> Policy. • Ensuring accounting records: <ul style="list-style-type: none"> ○ are correctly recorded and that all transactions are clearly explained ○ provide a true and fair view of the accounts ○ can be easily audited ○ are retained for seven years • Prepare statements, notifications, agendas (in consultation of the President and Office Manager) for the AGM and any other special meetings as required • Prepare the NHWNT books for Audit <ul style="list-style-type: none"> ○ Work directly with the auditor ○ Support the Office Manager to prepare the Audit • Maintain confidentiality on relevant matters