



## TREASURER -- volunteer

### Nutrition Australia ACT Inc

Nutrition Australia ACT is seeking a volunteer Treasurer with accounting qualifications and experience working in the field.

### Background of Nutrition Australia ACT (NAACT)

NA ACT is a non-government, registered Health Promotion Charity that aims to inspire and empower healthy eating for people of the ACT region.

As an incorporated association, NAACT operates through a Committee of Management (CoM) comprised of volunteer Directors responsible for ensuring good governance and organisational compliance with relevant legislation and regulations.

NA ACT is a State division of the National Nutrition Australia organisation. The State Divisions operate as separate incorporated associations responding to local needs and opportunities.

### Role of the Treasurer

The role of the Treasurer is to oversee the financial administration of the organisation, review procedures and financial reporting and advise the CoM on financial strategy. The Treasurer will attend all CoM meetings, held monthly either online or in the NAACT offices. Membership of Nutrition Australia is essential to become a voting member on the CoM.

The Treasurer will be required to liaise with the contracted bookkeeper.

### Desirable skills and qualities

- An accounting qualification (such as CPA or CA), and experience in accounting procedures, financial control and budgeting familiar with MYOB.
- Experience managing and/or providing oversight on organisational finances – including financial forecasting and risk management.
- An ability to provide oversight on financial governance and regulation compliance matters relevant to a not-for-profit.
- Awareness of and experience in fundraising/investment opportunities.
- Good communication and interpersonal skills.

### Lodgement details

Please forward your CV and application, outlining your skills and experience in the above areas to NA ACT Chairperson via [info@act.nutritionaustralia.org](mailto:info@act.nutritionaustralia.org). **Application closing date: Friday, 21 August 2020**

For any enquiries or questions regarding this position, please direct this to [info@act.nutritionaustralia.org](mailto:info@act.nutritionaustralia.org) prior to the closing date.

## Role/Tasks

Responsibilities and Tasks	Nutrition Australia ACT Treasurer
Annual Budget	--- Work with the program manager to assist in the development and regular review of the annual budget in consultation with CoM
Monthly Reporting	--- Prepare monthly Balance sheet and Profit & Loss. --- Check all bank balances monthly --- Report to and attend CoM meetings held on the first Monday of each month from 5:30pm.
Financial prudence	--- Review and advise on cost efficiencies and income streams. --- Advise CoM on options for investment of accumulated funds/trust fund. --- Ensure appropriate financial systems and controls are in place. --- Ensure compliance with relevant legislation.
Quarterly Business Activity Statements	--- Provide sufficient information if requested by book keeper
Annual Financial Statements	--- To review the Annual Financial Statements in coordination with the Program Manager and Auditor --- Prepare an Annual Treasurer's Report and present it at the AGM
Australian Taxation Office	Oversee ATO reporting/ correspondence
ACNC reporting	Assist in preparation and lodgement as required
Authorisations	Act as a signatory to authorise fortnightly transactions eg salaries.