



The Australian Association of Family Therapy Inc.

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POSITION DESCRIPTION - TREASURER

I. KEY OBJECTIVES

- A. Provide timely advice to the Committee of Management, Executive and the Members of the Association by presenting routine financial reports.
- B. Support the efficient financial administration of the Association.
- C. Ensure that financial probity is maintained.
- D. Maximise the income capacity of the Association by ensuring that outstanding accounts are followed up.
- E. Oversee the financial aspects of the business of the Australian and New Zealand Journal of Family Therapy (ANZJFT).
- F. Oversee and convene the Finance committee.
- G. Forms part of the Executive Committee.

II. SPECIFIC DUTIES

- A. Membership and Financial Database (Quickbooks)
 1. Ensure the maintenance of the database by office staff.
 2. Ensure fees and accounts are received and paid in a timely manner. N.B. The Treasurer is the primary signatory together with one other authorized Committee of Management member, usually the president.
 3. Oversee monthly bank reconciliations.
 4. Prepare and present to the Committee of Management and Executive regular Profit & Loss Statement.
- B. Payroll (Quick Payroll)
 1. Oversee fortnightly pay slips and payment.
 2. Oversee monthly superannuation records and payment.
 3. Oversee quarterly taxation records and payment.
- C. Annual Report
 1. Together with the office manager prepare documentation for presentation to Auditor, including
 - a. Profit and Loss Statement (1 January to 31 December)
 - b. Balance Sheet (as at 31 December)
 - c. Transaction Report (1 January to 31 December)
 - d. Itemised Categories Report (1 January to 31 December)
 - e. Bank Reconciliation (as at 31 December)
 - f. File of invoices/receipts for payment (1 January to 31 December)
 2. Prepare and present Annual Financial Report to Annual General Meeting

III. EXTENT OF AUTHORITY

A. Operating Expenditure

Individual items of expense up to \$1000 may be paid without direct prior approval of the Committee of Management. Regular recurring items of expense (e.g. Newsletter) in excess of \$1000 may be paid subsequent to blanket approval at the beginning of the year.

B. Capital Expenditure

All expenditure of a capital nature (e.g. investments, equipment) requires prior approval by the Committee of Management.