



**Cherrybrook Technology High School
Parents and Citizens Association**

Job Description - Treasurer

Role

This role involves managing the financial affairs of the Cherrybrook Technology High School Parents and Citizens Association (CTHS P&C). This includes associated/subsidiary activities carried out under the auspices of the CTHS P&C (eg. Canteen, Building/Infrastructure related activities).

The primary responsibilities of this role are:

- Maintaining the financial records of CTHS P&C according to relevant regulatory requirements and standards and any other relevant authority's requirements.
- Ensuring that all monies due to and from the CTHS P&C are properly received and disbursed in line with authorities provided by the CTHS P&C and that correct records of these transactions are kept on a timely basis.
- Ensuring the correct payment of wages/salaries, management of leave records, correct management and timeous distribution of any required allowances, superannuation, or other payroll related monies/transactions for any casual or non casual employees of the CTHS P&C.
- Ensuring banking and other vehicles used for managing funds of the CTHS P&C are properly authorised and transacted on in accordance with mandates and instructions of the CTHS P&C.
- Ensuring appropriate controls (including those required by relevant authorities) are operating effectively with regard to all financial transactions relating to the CTHS P&C.
- Ensuring that a budget is developed and tabled at least annually (more frequently if required by the CTHS P&C) for CTHS P&C approval and that monthly reports of actual income/expenditure/balance sheet/cash flow against budget are provided to the CTHS P&C at scheduled meetings.
- Attendance at P&C executive and general meetings and submission of verbal/written reports on status and forward view of financial activities.
- Ensuring that required insurances and any other relevant taxes, duties, payments relating to the ongoing operation of the CTHS P&C are approved and transacted on a timely basis.
- Working with CTHS P&C executive members and CTHS executive staff on activities that maintain and improve the financial integrity, transparency and financial soundness of the CTHS P&C.
- Working closely with the CTHS P&C Assistant Treasurer, CTHS P&C Canteen Manager and CTHS Canteen bookkeeper to ensure the financial soundness, transparency and integrity of the Canteen activities, any Building /Infrastructure related activities, and activities delegated to the Assistant Treasurer.
- Ensure that on at least an annual basis (more frequently if required and approved) an appropriate and independent audit of the CTHS P&C accounts is undertaken according to required standards, and the results of the audit together with the annual financial statements are presented for approval to the CTHS P&C Annual General Meeting.

The role is an elected role of the CTHS P&C, with elections occurring annually at the CTHS P&C Annual General Meeting.

The number of hours required to carry out the role will vary during the year, as a guide it can be expected that 3 hours per week would be required.