

Click or tap here to enter text. Riding for the Disabled Association Incorporated

TREASURER Position Statement

Purpose of the Treasurer

The overall role of a treasurer is to:

- 1/ maintain an overview of the Association's financial affairs to guide the Association in maintaining financial viability, and
- 2/ ensure that proper financial procedures are undertaken, and financial records are maintained, as required under the national and state legislation governing incorporated associations.

The position plays a key role on the Management Committee in enabling the Association to deliver affordable equine-assisted activities in safe, supportive environments for people living with disability in the local community.

Mandatory:

1. The Treasurer must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is identified as possessing the necessary experience and skills:
 - a. a member of the Association elected as Treasurer by its members at an Annual General Meeting; or
 - b. any of the following persons appointed by the Management Committee as Treasurer following an open recruitment process —
 - i. a member of the Association's management committee.
 - ii. another member of the Association.
 - iii. another person.
2. The Treasurer must be confident in using the suite of Microsoft programs, computer based accounting software, and modern tele-communication tools.
3. The Treasurer must hold a current Working with Children Blue Card.

Key Responsibilities:

The Treasurer's responsibilities include, but are not limited to —

1. General financial oversight

- a) preparing and presenting budgets, accounts, and financial statements to the Management Committee.
- b) liaising with members of the Management Committee and designated Association members about financial matters.
- c) ensuring that appropriate accounting procedures and controls are in place
- d) ensuring compliance with relevant legislation such as *Queensland Associations Incorporations and Other Amendments Act 2020* (the Act) and the *Financial & Performance Management Standards 2019*.

- e) working with the Management Committee to ensure any recommendations of the auditors are implemented.
- f) ensuring accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

2. Financial planning and reporting

- a) presenting regular financial reports to the Management Committee and providing timely advice on addressing any emerging risks to the financial viability of the Association.
- b) making a presentation of the accounts at the annual general meeting (AGM).
- c) advising on the organisation's reserves policy and investment policy
- d) advising on the financial implications of the Association's strategic and operational plans.
- e) advising on the fundraising strategy of the Association.
- f) ensuring that there is no conflict between any investment held and the aims and objects of the Association.

3. General

- a) undertaking other functions as decided by the Management Committee to support the consistent delivery of the Association's strategic objectives and legal responsibilities.
- b) facilitating ongoing collaboration and information sharing among members of the Riding for the Disabled Association of Queensland to promote the development and adoption of innovative fund raising practices and or resources.
- c) maintaining an understanding of contemporary best-practice in the delivery of equestrian-based activities to people living with disabilities in Queensland.
- d) actively participating in opportunities to build the skills and knowledge relevant to the position.
- e) actively participating in succession planning activities to enable smooth transition of responsibilities as required under the Rules of the Association.

Skills and Experience

1. Experience in financial management and budgeting.
2. Sound computer skills and ability to use accounting software and internet banking.
3. Experience in fundraising and undertaking funding acquittals.
4. Good leadership and people management skills including the ability to work closely with people from a range of professional and cultural backgrounds.
5. Good time-management and attention to detail.
6. Sound ability to provide informed, impartial advice to the Management Committee and the RDAQ Office to enable the achievement of key outcomes by the Association within the agreed budget, timelines, and quality standards.

Time Commitment: The role of the Treasurer requires an estimated commitment of: **4 hours per month**, however this may vary to ensure accounting and reporting activities are undertaken as required. This may include out-of-hours and on week-ends.

Highly Desirable

- Recent experience of working in a comparable role in a not-for-profit organisation.
- Sound understanding of good horsemanship and horse management.
- Sound understanding of the role RDA Centres play in enabling people living with disability to achieve their personal goals through active participation in equine-assisted activities.

Additional Information

- This is a voluntary position however all reasonable costs incurred through meeting the responsibilities of the role will be reimbursed by the Association.
- Training and orientation to the position is provided by the Management Committee with support from the RDAQ Office.
- The position may be required to travel to workshops and or RDAQ conferences throughout Queensland.
- The position provides an exciting opportunity to play a rewarding role in making a lasting difference in the lives of people living with disability in the local community.

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