



Volunteer Vacancy Form

Name of organisation:	Warrandyte Neighbourhood House (WNH)
Address:	168 Yarra Street Warrandyte
Municipality:	Eastern Metropolitan Region
Email:	
Phone:	9844.1839

Contact for this role:	Sandi Miller
Position in organisation:	Board President
Where would you like expressions of interest/referrals to be directed to?	president@wnh.org.au

Volunteer job title:	Treasurer
Venue/ address of activity:	WNH, 168 Yarra Street Warrandyte

Number of volunteers needed:	1
Role description:	The Treasurer is responsible for overseeing the organisation's financial management, the maintenance of all records pertaining to the organisation's financial affairs; and ensuring that the financial processes of the organisation conform to best practice
Qualification/skills required:	At least basic Accounting skills with an aptitude to learn more, however experience with current Accounting principles and practices is preferred. Knowledge of Accounting software applications such as MYOB desirable
Other requirements:	<p>Engage in the obligations of an Ordinary member plus the following specific Treasurer responsibilities:</p> <ul style="list-style-type: none"> • Ensure all records pertaining to the organisation's financial affairs are maintained in such a manner that they are readily available as reports for the Committee and can be conveniently audited. • Ensure that the financial processes of the organisation conform to best practice. • Ensure the preparation of wages for staff and payments for staff. This will include making appropriate deductions for taxation, payment of superannuation and provision for long service leave entitlements. • Ensure that Australian Taxation Office, Work Cover Authority and Superannuation Guarantee Fund requirements are met. • Ensure the payment of all monies owed by the Association. • Ensure the collection and receipt of all monies due to the Association • Recommend to the Committee investment strategies for funds • Review the annual budget prepared by the bookkeeper for presentation to the Committee. • Monitor actual income and expenditure against budget estimates and, where necessary, explain discrepancies between budgeted and actual expenditure. Advise the Committee of any appropriate action. • Present financial reports to: the Committee; and the Members of the Association at the Annual General Meeting. • Consult with staff to ensure all information required by the auditor is provided. • Ensure financial records are kept for a period of seven years.
Volunteer duties:	
Age range: <i>(If required for insurance purposes)</i>	Adult

Requirements <i>(please tick all that are relevant)</i>	
Driving licence/Type?	Working with children's check - Y
Heaving lifting	Medical check
National police check - Y	Traffic check

Commitment: <i>(please tick)</i>	
One-off – an event	Regular – less than 6 months
Regular – more than 6 months	One-off – a few hours

Time/ days required for this role:	Regularly engage with Finance bookkeeper (~1 hr week) Preparation of Financial reports for Board meetings (every 6 weeks) Attendance at Board meetings (~ 2 hrs every 6 weeks) Time for preparation of Annual Financial Reports and collaboration with Auditor
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This role is suitable for: <i>(please tick all that are relevant)</i>		
Centrelink Volunteers - N	Families with children - N	Work experience N
Groups of 10 or more - N	Online and remote volunteers - N	Travelling volunteers N
People learning English - N	People with disability - Y	Younger volunteers (14-18)
Skilled volunteers - Y	Wheelchair access - ?	Other: First time adult volunteers

Signature:	Date:
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