

POSITION DESCRIPTION

Title: Treasurer (National Management Committee)

Organisational Context

Cycling Without Age Australia Inc (CWAA):

CWAA is an incorporated body and an ACNC registered not-for-profit charity with Designated Gift Recipient (tax deductible) status. It was established in 2019 to activate new chapters and support established chapters, so the Cycling Without Age experience can be offered to more people in more places across Australia.

Our vision is to see older people and people with a disability enjoy life, feel involved in their community and be connected to other people and the environment.

CWAA has 2 categories of local chapters: Governed and Independent.

- Governed Chapters have subcommittees which manage their local chapter operations and finances within the governance of CWAA.
- Independent Chapters operate outside CWAA. They receive guidance information and advice from the CWAA Treasurer and Management Committee.

Management Committee (MC)

The Treasurer is an executive member of the CWAA Management Committee.

The MC operates with members taking on projects in alignment with their skills and interests to share the load and remain sustainable.

Local Chapter Subcommittees and Treasurers

Locally, our governed chapters manage their own finances and report directly to the CWAA Treasurer.

Statutory reporting

CWAA has engaged the services of an external Accountancy firm to prepare our statutory reporting and audit obligations.

Primary Purpose

The primary purpose of the Treasurer position is to oversee the financial administration of CWAA, with support of the Assistant Treasurer and MC Finance sub-committee. This involves regular review of financial procedures and regulatory and internal reporting. The Treasurer also provides advice to the Management Committee on financial status and strategy.

Key Focus Areas and Duties

Regulatory reporting:

- Arrange for Annual Financial reports
- Prepare and submit annual ACNC Information Statements
- Maintain ACNC register recording
- Maintain WA Associations register entry
- Maintain State based Fundraising registrations.

Accounting function:

- Manage cash flow for central accounts
- Oversee cash flow on Governed Chapter accounts
- Prepare and monitor annual budget
- Produce regular monthly reports for Management Committee
- Create Tax Invoices, Tax Receipts for CWAA
- Maintain asset register in Xero
- Submission of quarterly BAS to ATO and manage with Governed Chapter as required

Banking: to be shared with Assistant Treasurer

- Establish new accounts as required
- Maintain register of CWA bank accounts and signatories

Accounting Services: to be shared with Assistant Treasurer

- Maintain subscriptions and payment of licenses for corporate services - Xero and CWA International
- Maintain contact records in Xero

Establishing Chapters : to be shared with Assistant Treasurer

- Support establishing Chapters: manage Chapter finances through MC account until Chapter bank account is established

Skills, Competencies and Qualifications

Mandatory:

- National Police Clearance
- Director ID number

Essential:

- Experience in bookkeeping
- Commitment to accuracy and an eye for detail
- Knowledge of, or ability to learn, Xero accounting software
- Strong capacity to build and maintain collaborative working relationships with key internal and external stakeholders.
- Good oral and written communication skills

Highly Desirable:

- Qualification in Accounting, Bookkeeping, Financial Management, or similar business services