

Treasurer

Brief Role Description

Adheres to SIRA's Finance and Insurance charter

Oversees SIRA's accountant and ensures that SIRA's Accounting Controls and Procedures are followed

Chairs the SIRA Finance and Insurance Subcommittee

Ensures all financial reporting and tax obligations are met, including the Annual Report

Produces and presents a monthly Treasurer's report

Detailed Role Description

Adheres to SIRA's Finance and Insurance charter

Follows SIRA's Accounting Controls and Procedures document

Chairs the SIRA Finance and Insurance Subcommittee

Liaises with Independent Reviewer (due to its size, SIRA is obliged to have its annual accounts 'reviewed' by a suitably qualified Independent Reviewer rather than an Auditor).

Ensures all lodgements are made, such as the annual A12 form to Fair Trading NSW, annual insurance declarations and quarterly Business Activity Statements

Co-ordinates and ensures completion of SIRA's Annual Report

Reviews insurance coverage annually or as required

Ensures retained funds are invested safely, ethically and with good returns, in accordance with the wishes of the membership

Produces monthly Treasurer's reports and presents them at SIRA committee meetings

Makes available for inspection all records, books and other documents upon request

Answers questions from committee and ordinary members regarding treasury

In partnership with the executive, liaises with Council regarding all matters financial

Assists in the processes of applying for grant funding, progress reporting and project acquittal reporting

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members