

Role description: **Treasurer**

The treasurer is responsible for carrying out financial transactions as directed by the group executive, maintaining all club financial records, and keeping the group informed of its financial position throughout the year.

Desirable attributes:

- Have good organisational skills
- Have some financial expertise
- Able to maintain accurate records
- Strong computer skills
- Good communication skills

Key duties:

- Administer all financial affairs of the group
- Make payments and provide Student Engagement with reporting on payments and receipts when requested
- Maintain accurate financial records and prepare financial statements (e.g. Profit and loss statement / budget)
- Present a financial report to the group committee at meetings
- Distribute, collect, and lodge all membership forms and monies in conjunction with the secretary
- Act as an authorised signatory for the student group bank account and monitor the account and payments made