



The Vietnam Veteran's Association of Australia South Australia Branch Incorporated

Job Description

The State Treasurer

General:

The State Treasurer shall:

- Manage, record, store, maintain and present all the financial affairs of the Association in accordance with best practise and processes for incorporated bodies as required by applicable South Australian legislation.
- Ensure that the financial affairs of the Association are audited and that financial reports are submitted in accordance with the applicable South Australian legislation.

Specifically, at the State Level, the Treasurer is responsible for:

- Maintaining all State financial records and book-keeping.
- Monitoring the income and expenditure of the Association.
- Keeping the Executive and State Council committee members informed of the financial position of the Association.
- Preparing and presenting financial statements to members at all state committee meetings, including the Annual General meeting.
- Developing budgets for various projects
- Making payments and bank deposits,
- Preparing and managing the budget
- Representing the Association at state level on all funding applications.