

Volunteer Role Description

Position	Treasurer’s Assistant
Portfolio	Finance
Supervisor/Mentor	Treasurer

<p>Purpose of the role:</p> <p>The Assistant to the Treasurer will be responsible for providing support to the Treasurer as required. They will also work with the Book Assistant on various tasks.</p>
<p>Tasks and duties:</p> <p>This position will assist the Treasurer perform their responsibilities of ensuring that all financial aspects of running Gecko are managed according to regulations, funding requirements and that reporting occurs within designated timeframes. An Office Support staff member will be available to provide support as needed.</p> <ul style="list-style-type: none"> • Monthly financials reporting • Asset management • Grant acquittal management • Government reporting • Financial reporting preparation <p>Initially training will be held with the Treasurer on Wednesday from 5.30pm to 6.30pm</p> <ul style="list-style-type: none"> • Once the person is trained in these various duties and the Treasurer is confident with the performance of the Assistant the time can be negotiated with the Treasurer and Management Committee between 10am and 2pm on a Wednesday.
<p>Estimated hours: Between 10am and 2pm on a Wednesday</p>

<p>Required or desired skills:</p> <p>The candidate will have an interest in the environment and supporting the mission statement of the organisation.</p>
