



# ROMANCE WRITERS OF AUSTRALIA

## Position Description – Treasurer

**Position title:** Treasurer

**Committee position:** Portfolio Holder (Treasurer)

**Volunteer commitment:** 2-3 hours per week (approximately)

**Reporting to:** RWAus Exec Committee

### **About us**

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### **About you**

Reporting to the President and Vice-President, the Treasurer is part of the Executive Committee, and will have primary responsibility for the oversight, management and reporting of RWA's financial records of RWA inc, and the presenting of reports to internal stakeholders (committee, membership) and external parties (auditor, ATO, ASIC and Office of Fair Trading).

### **Responsibilities**

#### *Committee*

- Provide regular Committee reports on the actions undertaken within the Treasurer portfolio.
- Seek committee approval for funding, substantive changes to bank accounts etc.
- Write reports for committee meetings and submit a report for the AGM.
- Provide financial papers at all meetings and for the AGM

#### *Members and External Stake Holders*

- Answer member queries relating to contest.
- Ensure contest results are reported in Hearts Talk magazine and on all social media platforms.
- Liaise with professional organisations to gain professional judges for the necessary contests.
- Work with the Event Manager to prepare the Gala award dinner at the conference.

#### *Financial management overall*

- Protect RWA from fraud and theft, ensuring safe custody of money and prompt banking.

## *RWAus - Position Description - Treasurer*

- Make sure the organisation complies with tax regulations such as GST, payroll tax, and any other taxes relevant to a NFP organisation.
- Review all internal processes and reporting methods at least annually.
- Ensure the committee understand its financial obligations.
- Administers fiscal matters of the organisation.

### *Financial account management*

- Bank account maintenance – selecting a bank, appropriate account, signing cheques and investing excess funds wisely.
- Financial account oversight – being knowledgeable about who has access to RWA's funds, and how, and any outstanding debts or bills owed, as well as developing systems for keeping cash flow manageable.
- Fund management oversight – ensure RWA is getting the best possible return for their investments, with timely transfers from PayPal and any other financial software portal and RWA bank accounts.

### *Budget management*

- Develop, communicate and implement an annual budget, as well as compare actual revenues and expenses incurred against budget.
- Work with each of the portfolio managers to address budgetary issues, with the preferred outcome of providing opportunity for portfolio development with a solid foundation in financial responsibility to the members.
- Compare actual financial performance against predicted financial performance.

### *Transaction management*

- Keep up-to-date records as well as an audit trail for all transactions.
- Ensure the banking, depositing of cash and cheques and payment of bills and invoices, the tracking of income and expenditure throughout the year are conducted in a timely manner and accurately reported.
- Be on top of the finances so that the organisation knows how well it is tracking against budget, and how to respond if unexpected issues arise.

### *GENERAL DUTIES*

- Pay accounts, expense claims and honorariums in a timely manner, including securing a second signatory or authorisation as required in the constitution. Supply Payment Advice slips for accounts paid by cheque and, if requested, by direct credit.
- Provide an Expense Claim Form template where necessary.
- Liaise with event managers to ensure GST provisions are met and that the GST component is mentioned on registration/entry forms.
- Ensure transactions are recording in Xero on a regular basis and bank reconciliations for each account.
- Prepare and file BAS Return quarterly.
- Maintain and file documentation associated with each financial transaction.

## *RWAus - Position Description - Treasurer*

- Manage bank account funds; check balances regularly to ensure funds are available for account payment; transfer excess funds from working account to higher-interest account. Invest in Term Deposits, where appropriate, to take best advantage of interest rates while balancing cash flow.
- Check bank statements to ensure we're paying correct fees; investigate options, as necessary, to reduce financial costs and maximise interest.
- Prepare a financial report for each committee meeting (bi-monthly or as required.)
- Prepare P&L reports and budgets for program and event coordinators/managers, contest manager and Academy as requested.
- Prepare an annual budget for the August S&P meeting; update and provide comparison reports at least quarterly; use to manage cash flow.
- Prepare end-of-year XERO and send it to the accountant. Liaise with the accountant to ensure EOFY financial statements are prepared prior to the August AGM, as required by the Associations Act. Prepare Annual Financial Report for the AGM.
- Provide documentation required by the auditor. Liaise with the bank to provide an Audit Certificate and to ensure audit is completed prior to AGM (as required by Tier 1 associations.)
- Prepare a timeline of upcoming payments and dates when bills (insurance, phone, storage, etc) are due.
- Review procedures and policies in coordination with the RWA Administrator. These include controls on expenditure, such as who can authorise spending, upper limits before committee approval is required, and who can sign cheques, controls on income generation, including appropriate and inappropriate ways of raising money (in coordination with the RWA Administrator to document these policies, and the RWA Vice-President for creating these policies).
- Ensure PAYE and Superannuation is being paid and that Work Cover Insurance is valid every year.
- Ensure honoraria and wages are paid on time.

### *Extra duties*

- Liaise with appropriate managers to ensure automatic tax invoices produced for registration/payment system for membership renewals, Academy payments etc are compliant with legal requirements for Tax Invoices
- Prepare and supply tax invoices for money owed: e.g. sponsorships, website advertising. Follow up unpaid invoices.
- Provide tax invoice, and Recipient Created Tax Invoice templates, as required or requested
- Provide refunds where necessary, as authorised by administrator, event manager, academy etc
- Pay conference speakers, reimburse travel, etc, as required.
- All funds received banked within a week of receipt, including PayPal balance.

**Skills and experience**

The Treasurer **\*MUST\*** have a basic understanding of bookkeeping/accounting and a working knowledge of the laws and reporting requirements governing RWA's operation. This includes:

- a background in bookkeeping or accounting
- the ability to explain RWA's financial situation simply and clearly, and to cut through financial jargon
- proficiency in Xero or MYOB
- experience and ability to compile financial reports, treasury reports, and lodgment of returns with authorities such as the Australian Securities and Investments Commission (ASIC), the Office of Fair Trading and the Australian Tax Office (ATO)
- be able to prepare reports and documentation for external auditor
- attending all scheduled meetings
- a working knowledge of RWA, its programs, articles of incorporation and constitution.

**PREFERRED SKILLS**

- Personal commitment to devote the time necessary to perform the responsibilities of Treasurer.
- Able to handle difficult issues, discussions and personalities, and to communicate effectively with a wide range of people and get a positive outcome.
- Able to listen and communicate effectively, and seek input from others.
- Ability to delegate tasks, manage projects and budgets.
- Attention to detail.
- Excellent numeracy and literacy skills.
- Excellent bookkeeping/accounting.
- Current financial member of RWA.
- A working knowledge of the organisation's structure.

DOCUMENT CONTROL			
Drafted by:	Jacinta Peachey	Date:	12 June 2023
Approved by:	RWA Committee	Date:	
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