



The Buddhist Society of Western Australia (Inc.)

www.bswa.org

Dhammaloka Buddhist Centre
18 Nanson Way, Nollamara WA 6061
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Committee Role Description: Treasurer

Date written: 16/10/2020

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Date approved: 1/11/2020

Approved by: Stephen Connell, Full Committee

Review Date: 01/12/2021

Bodhinyana Buddhist Monastery

216 Kingsbury Drive
Serpentine WA 6125
+61 (0)8 9525 2420

Dhammasara Nuns Monastery

203 Reen Road
Gidgegannup WA 6083
+61 (0)8 9574 6583

Jhana Grove Meditation Retreat Centre

283 Kingsbury Drive, Serpentine WA 6125
+61 (0)8 9525 3314
jhanagrove@bswa.org

Role purpose

Oversees the Treasury function and management of all accounts and financial reporting. Ensuring accounting transactions are entered appropriately, accurately and within legal requirements.

Position:	Treasurer
Reports to:	Constitution
Direct Reports:	Treasury paid staff, Assistant Treasurer
Type of Resource:	Volunteer
Work Week:	As Needed

Duties and responsibilities

The treasurer, assisted by the assistant treasurer, has the following duties. If the treasurer is unavailable at any time, the functions of the treasurer shall be performed by the deputy treasurer.

- Designated as one of the office bearers and is part of the Executive Committee
- ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- carrying out any other lawful duty given to the treasurer under these rules or by the committee..
- Manages and oversees the bank accounts including banking, financial records and approval of payments.
- Prepares the budget and monitors against actuals monthly.
- Prepares and present to the committee the financial reports of BSWA in a timely manner.
- Preparer presents the audited annual financial statement during the Annual General Meeting.
- Oversees and manages the finance system.
- Monitoring financial risk of projects and areas of the BSWA.
- Oversees the Quarterly Tax Reporting.
- Manages and organises the team of Treasury Volunteers.
- Ensures BSWA complies with internal and external reporting requirements.
- Works with the audit team at the end of year audit of statements.
- Manages and supervises the Treasury Team.
- Prepares and update the financial management practice manual.
- Works collaboratively with other Committee members.
- Streamlining the systems and procedures for any financial management issues that arise.
- May delegate duties to paid or volunteer staff (except for Responsible Person duties under ACNC governance standards)

- In partnership with other Responsible Persons of the Society, help to ensure that the Buddhist Society of Western Australia meets all applicable Federal, State, and Local laws

Skills and Qualifications

- Two years full member of the Society
- Known to be of good character by senior Society members
- Not listed on the Banned and Disqualified Persons ASIC Register
- A previous leadership role and leadership skills are preferable
- Possess accounting qualifications