



## **Treasurer – Position Description**

### **Project Fresh Start**

#### **Purpose of the Role**

The Treasurer is responsible for overseeing the financial management and sustainability of Project Fresh Start. The role ensures sound financial governance, transparency, and compliance with regulatory and funding requirements.

The Treasurer works closely with the President, Secretary, Board members, and bookkeeper to support informed decision-making and the responsible use of funds.

#### **Key Responsibilities**

##### **Financial Oversight & Governance**

- Monitor the organisation's financial position and sustainability.
- Ensure accurate financial records are maintained (in collaboration with the bookkeeper).
- Review and present financial reports at Board meetings.
- Assist the Board in setting annual budgets and financial forecasts.
- Ensure appropriate financial controls and risk management processes are in place.
- Oversee compliance with ACNC and relevant regulatory requirements.

##### **Grant Support & Reporting**

- Assist with the preparation of budgets for grant applications.
- Review financial components of grant submissions prior to lodgement.
- Monitor grant expenditure to ensure funds are used in accordance with funding agreements.
- Assist with the preparation and review of grant acquittals and financial reports.
- Ensure appropriate documentation is maintained for audit and compliance purposes.

##### **Financial Administration**

- Oversee bank accounts and authorise payments where required.
- Support preparation of annual financial statements.
- Assist with any external audits or reviews if required.

##### **Skills & Experience**

- Community-minded with a commitment to the mission of Project Fresh Start.



- Experience in bookkeeping, accounting, finance, or business management (formal qualifications desirable but not essential).
- Strong attention to detail.
- Understanding of budgeting and financial reporting.
- Confidence working with accounting software (e.g. Xero).
- Ability to explain financial information clearly to non-financial Board members.

### **Personal Attributes**

- Integrity and strong ethical standards.
- Reliable and organised.
- Collaborative and supportive.
- Willing to contribute to a small, hands-on charity environment.

### **Time Commitment**

- Attendance at Board meetings (as scheduled).
- Approximate monthly commitment as required, depending on reporting cycles and grant activity.
- Additional time during grant submission or acquittal periods.