

Position Description: Treasurer

Reports to: Spence Club Inc.

Key Relationships: Chairperson and Deputy Chairperson (invoicing, budgeting); Executive Committee; Events Lead (event budget); Membership Lead; External Stakeholders (accountants, ATO, charities, sponsors) General Members.

Relationship with Key Roles

In collaboration with the Chair supports the financial strategy and compliance, as well as work with the Deputy Chairperson on sponsorship, tracking contributions and charity partnerships. Approves the budget for events, manual actuals and supports the Events Lead with paying invoices.

Role Purpose

The Treasurer maintains oversight of Spence Club's financial health and ensures all financial activity is well managed, compliant, and aligned with the Club's vision and strategic goals. This role is critical to maintaining the Club's not-for-profit obligations and providing clear, timely advice to support sound decision-making and planning.

Strategic Responsibilities

- Advise the Board on financial position and forecasts
- Ensure compliance with ATO and NFP financial requirements
- Provide financial advice to support strategic planning and board decisions
- Guide the development and oversight of the Club's financial sustainability and risk management
- Advise on reserves and investment strategies in line with organisational values
- Support budget alignment for events, partnerships and charitable giving
- Ensure financial practices align with Club objectives and legal obligations

Operational Responsibilities

- Complete bookkeeping, financial processing, and bank reconciliations
- Manage payments, payables and receivables including event and sponsor invoices
- Prepare and present the annual budget (April) and monthly financial reports
- Manage compliance with the ATO and any other financial regulatory bodies
- Ensure proper storage and management of all financial documentation
- Oversee and renew appropriate insurance and domain registrations annually
- Maximise interest on cash accounts within risk appetite
- Prepare and present financial statements and Treasurer's Report for the AGM
- Communicate with charities regarding Club donations and liaise on payments
- Ensure all financial policies, procedures and internal controls are up to date
- Support budgeting for events and partnerships

Desirable Skills and Attributes

- CPA or CA ANZ qualified (or equivalent)
- Minimum 7 years' experience in finance, accounting or financial management
- Financial software proficiency
- Strong understanding of not-for-profit compliance and reporting
- Experience working with small-medium budgets
- Exceptional attention to detail and organisational skills
- Clear and professional communicator
- No history of fraud or bankruptcy (police check may be required)

Success Measures

- Monthly financial reports delivered on time
- Budget prepared annually and aligned to board priorities
- All ATO and compliance obligations met with no penalties
- Positive financial audits (if required)
- Event and sponsorship financials processed efficiently and transparently
- Clear financial planning and compliance

Time Commitment


- 8-12 hours a month, including board and AGM prep
- Attending events, including helping to set up or pack up

Term: Two years (in line with board terms)

Constitutional Requirements

- Must be a current member for at least 12 months
- Must meet membership criteria in Section 5 of the Spence Club Constitution

Board Member Expectations

- Commit to Spence Club's mission, values, and gender equity objectives
 - Avoid conflicts of interest and maintain confidentiality
 - Attend all board and sub-committee meetings regularly and punctually
 - Foster positive, inclusive relationships across the Club
 - Represent Spence Club at a minimum of five events annually
 - Maintain confidentiality and act ethically
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