

**NATIONAL ASSOCIATION OF AUSTRALIAN
UNIVERSITY COLLEGES**



Position Description: Treasurer

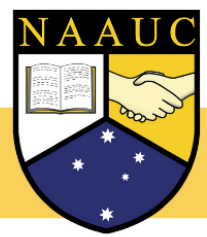
Approved By The NAAUC Executive Committee: 6th of February 2023



The National Association of Australian University Colleges (NAAUC) is the peak representative body for university students living on campus in Australia. NAAUC has three primary functions; to connect students from residences across the country, to support and educate student leaders about community building and cultural issues, and to advocate for students and student issues. NAAUC is a registered charity, and operates in all Australian States and Territories.

The Treasurer is the Chief Financial Officer (CFO) of the organisation and is responsible for all financial operations of the organisation. The Treasurer is responsible for accurate financial reporting and for ensuring prudence in relation to financial operations.

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1 Classification

- 1.1 NAAUC Treasurer is a part-time volunteer role.
- 1.1 The NAAUC Treasurer serves from the time of their election until the changeover meeting in the following cycle.

2 Reporting

- 2.1 The Treasurer reports to the NAAUC President
- 2.2 The Treasurer reports to the Executive Committee on a weekly basis
- 2.3 As an Executive Committee member, the Treasurer reports to NAAUC's members at general meetings.

3 Objectives Of The Role

- 3.1 The Treasurer is tasked with ensuring the organisation remains financially prosperous. The Treasurer must ensure accurate and efficient financial reports and budgets are provided to the NAAUC team where required. The Treasurer is responsible for working with NAAUC's accountant

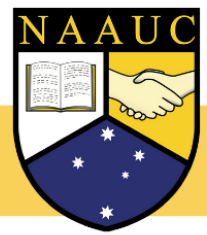
4 About the Role

4.1 Essential Functions

- 4.1.1 Ensure the financial viability of the association by advising the Executive Committee on strategic financial decisions.
- 4.1.2 Prepare an annual budget, to be approved by the Executive team, projecting income and expenditure for the financial year of the Association.



- 4.1.3 Advise the Executive Committee on strategic business growth decisions. This necessitates a thorough analysis of financial and legal risks posed to the organisation and demands that you develop strategies to mitigate against these risks and ensure NAAUC's financial position and operational capacity are safeguarded.
- 4.1.4 Complete and record all financial transactions including banking, invoicing, reimbursements, and all other payments.
- 4.1.5 Maintain accurate records of all receipts and expenditure of the Association in appropriate file format.
- 4.1.6 Receive all monies, including membership subscriptions paid to the Association and issue receipts in the name of the Association.
- 4.1.7 Pay all accounts presented by the Association in a timely manner. All payments and invoices required to be approved by the Treasurer and one other office bearer.
- 4.1.8 Present the Accounts of the Association to be audited as required by the Act upon reaching tiers two or three.
- 4.1.9 Work collaboratively with NAAUC's accountancy service.
- 4.1.10 Ensure NAAUC meets its legislative obligations, primarily the end of year financial reports and tax compliance. This includes thorough record keeping and keeping in good relations with our creditors and debtors.



4.2 Other Duties

- 4.2.1 Notify the Secretary of new memberships.
- 4.2.2 Maintain files of members and non-members for five years.
- 4.2.3 Lodge financial statements with Consumer Affairs Victoria, within one month after the AGM in conjunction with the appropriate signed declarations.
- 4.2.4 Submit quarterly reports to ensure all documentation is properly recorded and presented to the ATO, and around the conference period through invoice payment and settlement of accounts post conference.
- 4.2.5 Prepare financial statements for presentation at the Annual General Meeting in accordance with the Act.
- 4.2.6 Negotiate and confirm (in writing) the agreement between NAAUC and the host residence/s for the conference. The agreement should include the dates of conference and agreed expenses.
- 4.2.7 Oversee financial agreements including sponsorship for the organisation and/or the National Conference.
- 4.2.8 Act as a signatory for the Association in all legal and financial purposes, including approving NAAUC's financial payments as a dual signatory.
- 4.2.9 Update the residential database with contact information of HRC and student leaders on a regular basis.

4.3 General duties

- 4.3.1 Complete all tasks as requested by the Executive.
- 4.3.2 Create materials for, and present a National Conference academic seminar. The Treasurer will also present at other NAAUC events as required.



4.4 Work Conditions

- 4.4.1 As NAAUC operates across all states and territories, the Treasurer will be required to work remotely, and from home, with the NAAUC Team and with key stakeholders.
- 4.4.2 The Treasurer is expected to perform fifteen hours of duties per week on average.
- 4.4.3 The Treasurer must be available for contact as much is reasonably possible. Team members can expect replies in no more than 24 hours.
- 4.4.4 The Treasurer is expected to attend weekly Executive Committee meetings, as well as monthly team meetings, and Quorum and other sub committee meetings as required.
- 4.4.5 The Treasurer is required to attend NAAUC in person meetings on a quarterly basis, and all of NAAUC's major events, including State relevant Summits and NAAUC's National Conference.
- 4.4.6 The Treasurer is expected to travel to meet with staff and students at University Colleges at several points throughout their term.

5 Required Competencies

5.1 Knowledge

- 5.1.1 The Treasurer **must** have an understanding of;
 - 5.1.1.1 NAAUCs operating procedures,
 - 5.1.1.2 Budgeting and financial management,
 - 5.1.1.3 The College and University living sector,
 - 5.1.1.4 The standard organisational structure of University Colleges,



- 5.1.2 Ideally the Treasurer will also have knowledge of;
 - 5.1.2.1 The law, and compliance requirements,
 - 5.1.2.2 Accounting and financial processes,
 - 5.1.2.3 The tertiary education sector,
 - 5.1.2.4 The core principles of education and learning,
 - 5.1.2.5 Good governance strategies.

5.2 Skills & Abilities

- 5.2.1 The Treasurer **must** have the ability to;
 - 5.2.1.1 Create for approval a series of budgets,
 - 5.2.1.2 Ensure NAAUC meets the budget targets as approved,
 - 5.2.1.3 Manage NAAUC's financials,
 - 5.2.1.4 Communicate effectively with NAAUC's stakeholders, primarily the students and staff at University Colleges,

- 5.2.2 Ideally, the Treasurer will have some ability in relation to;
 - 5.2.2.1 The law, particularly as it relates to charity and incorporated associations compliance, insurance, and duty of care,

5.3 Attributes

- 5.3.1 The Treasurer must display a high degree of professionalism when engaging with stakeholders.



6 Requirements

6.1 Credentials & Qualifications

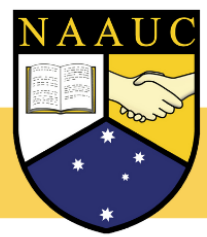
- 6.1.1 The Treasurer must have, or be a position to rapidly obtain;
 - 6.1.1.1 First aid training

6.2 Education & Experience

- 6.2.1 The Treasurer must be currently enrolled, be on a leave of absence from, or have graduated from a recognised tertiary institution in Australia
- 6.2.2 The Treasurer must have lived on campus at a University College.
- 6.2.3 Ideally, the Treasurer will have experience;
 - 6.2.3.1 As a senior member of a student team at a University College, particularly an independently elected student body.
 - 6.2.3.2 On the NAAUC team in some capacity.

7 Key Selection Criteria

- 7.1 Demonstrated understanding of NAAUC's purpose, strategic direction, and value in University Colleges.
- 7.2 High level communication skills and interpersonal management skills.
- 7.3 Ability to manage time effectively.
- 7.4 Demonstrated ability to construct and administer annual budgets, and subsequent other budgets.
- 7.5 Ability to work collaboratively with the Executive Committee and demonstrate transparency relating to financial matters.
- 7.6 Capacity to work with external vendors and professional services contracted by the Association.



- 7.7 Demonstrated knowledge related to accounting and bookkeeping, and relevant software.

8 The Ideal Candidate

- 8.1 The Ideal Candidate for Treasurer is an individual who has lived on campus at University for an above average period of time, and was elected to a senior position on the student leadership team at their residence. The Ideal candidate will be studying and/or working part time, and be in a position to devote a significant amount of time to the organisation. The Ideal candidate will have a high level of understanding of financial management and accounting, and how it applies to NAAUC, particularly in relation to ensuring the organisation remains financially prosperous. The ideal candidate will have a keen interest in quality communication, budgeting, engagement with stakeholders, and effective reporting.

9 Additional Requirements

- 9.1 In order to be appointed Treasurer, an individual must be elected by NAAUC's members at the Annual General Meeting.
- 9.2 In order to nominate, an individual must;
- 9.2.1 Be an associate member of NAAUC, or be a member of the NAAUC Team.
- 9.2.2 Submit a nomination in writing to the NAAUC Secretary at least 24 hours prior to the Annual General Meeting
- 9.2.3 Receive the signature of the current NAAUC Treasurer.



10 Approval and Review

Approval and Review	Details
<i>Approval Authority</i>	The NAAUC Executive Committee.
<i>Administrator</i>	President, NAAUC. Secretary, NAAUC.
<i>Next Review Date</i>	10/12/2023

Approval and Amendment History	Details
<i>Original Approval Authority and Date</i>	Approved by NAAUC Executive Committee on the 13/09/2022
<i>Amendment Authority and Date</i>	NAAUC Executive Committee No Amendments to date.
<i>Notes</i>	None