



## POSITION DESCRIPTION

<b>Position Title:</b>	Treasurer
<b>Reporting to:</b>	Leader – (Conference President)
<b>Direct Reports:</b>	N/A
<b>Term:</b>	N/A

### ORGANISATIONAL CONTEXT

#### Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

#### Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

#### Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

#### Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; assistance centres; youth programs; soup vans; assistance for asylum seekers and refugees; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), regional level, central council level, and state level. There are also a number of volunteers who form part of collaborative state and national committees, special works and service the Vinnies’ shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

#### Our Child Safety Commitment

*Treasurer: January 2020*



St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy.

**PURPOSE OF ROLE**

In addition to the duties of a member, the Treasurer is responsible for financial supervision to allow the conference to work within the parameters of good governance. The Treasurer's tasks include the preparation of annual budgets, monitoring the conference revenue and expenditure, and preparing financial reports for conference meetings.. It is desirable that the treasurer is well organised and possesses a level of financial expertise, for example, be able to keep a ledger of income and expenditure using a suitable computer program such as excel.

**IN ADDITION TO YOUR ROLE AND RESPONSIBILITIES AS A MEMBER, THE KEY ACCOUNTABILITIES ARE**

Key Accountability	Deliverables
<b>Accountability, Compliance and Financial Oversight – Leader</b>	<ul style="list-style-type: none"> <li>• Ensure that all activity is ethical and compliant with legislation, regulation and organisational policies and procedures</li> <li>• Ensure robust auditing and reporting mechanisms are in place to assist in identifying and managing risks within the conference</li> <li>• Actively track expenditure and asset allocation</li> <li>• Support any required auditing processes</li> <li>• Ensure accurate and detailed records are captured of the people assisted by the conference</li> <li>• Maintain gift card / voucher register and ordering</li> <li>• Manage payment of bills, accounts and records of the good works of the conference</li> <li>• Ensure all donations are receipted and banked accordingly</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Ensuring monthly and / or quarterly reports are submitted to finance in a timely manner</li> <li>• Support the Conference President in preparing the annual budget and annual declaration and ensure these are submitted on time</li> <li>• Table bank statements and expenditure for the month at the conference meeting</li> <li>• Inform conference president of any hand down from region or hand up to the region</li> </ul>
<b>Relationships and Communication</b>	<ul style="list-style-type: none"> <li>• Build rapport and relationship with conference president, Regional Treasurer and conference finance team (where the latter is not possible, with conference members).</li> </ul>



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**POSITION CONTACTS**

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Conference President	Internal	<ul style="list-style-type: none"> <li>• Conference Leader</li> </ul>
Conference Members	Internal	<ul style="list-style-type: none"> <li>• Colleagues</li> </ul>
Finance	Internal	<ul style="list-style-type: none"> <li>• Support and advice</li> </ul>
The people we serve	External	<ul style="list-style-type: none"> <li>• Recipients of our service</li> </ul>

**DELEGATIONS OF AUTHORITY**

You will be required to work within the delegations of authority policy.

**KEY COMPETENCIES IN ADDITION TO A MEMBER**

**Skills**

- Ability to make considered decisions through effective collaboration with Conference President, Vice-President to solve financial problems/issues
- Good communication to deal effectively with a broad range of internal and external stakeholders
- Sufficient knowledge of all documents relating to The Rule and relevant Society Policies and Procedures

**Knowledge / Experience**

- An understanding of the Society’s mission, vision, values and services
- Sufficient knowledge of documents relating to The Rule, and relevant Society policies and procedures
- An understanding of financials including the ability to interpret financial data
- Experience in preparing and explaining financial reports
- An understanding of accounting or bookkeeping.
- Respond to and resolve conflict where needed
- Experience with the MS Office Suite and a moderate level of general computer literacy, particularly Excel



**Attributes**

- Actively supports and fosters the development of others' financial knowledge

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

TRAINING WILL BE MADE AVAILABLE AS REQUIRED IN BOTH FACE-TO-FACE AND ON-LINE FORMATS.