



## Purpose of the Position

The Brigade Treasurer forms part of the Brigade Executive team. The Brigade Treasurer oversees all aspects of the brigade's financial management, working closely with other members of the Executive team and the brigade.

## Key Selection Criteria:

- Must be at least 18 years of age
- Must have undergone a Criminal History Check
- Must be a member of the NSW Rural Fire Service
- Must have experience in managing and coordinating funds and accounts, or a willingness to learn these skills
- Must have sufficient knowledge of the NSW RFS, the brigade structure and relevant service standards in order to correctly address or direct enquiries
- Must be willing to support and uphold the NSW RFS values of;
  - Support, Friendship, Camaraderie;
  - Community and Environment;
  - One Team, Many Players, One Purpose;
  - Adaptability and Resourcefulness; Knowledge and Learning;
  - Mutual Respect; Integrity and Trust.

## Key Attributes:

- Communicate honestly and transparently
- Have a good working knowledge of the Brigade Constitution, particularly in regard to the management of finances
- Well organised and the ability to keep correct and up to date records
- Capacity to use computer programs for the purposes of keeping financial records
- Ability to work within a team environment,
- Maintain confidentiality on relevant matters.



## Duties:

- Working with the Brigade Executive team on the management of;
  - Capital
  - Authorisations
  - Delegations, Regulations and Thresholds
  - Regulatory Compliance
  - Administrative Controls (and their development)
  - Bank Account Signatories
  - Standard Operating Procedures
  - Procurement Authorising
- Maintain the brigade's accounting records, including detailed records of all payments and monies received
- Manage brigade bank accounts and petty cash in conjunction with the Executive team
- Handle income and banking of moneys
- Issue receipts as appropriate and coordinate payment for goods and services
- Perform financial reporting including GST and BAS reporting
- Receive and manage the Property Owner Letter (Property Assets etc.)
- Monitor brigade finances and accounts carefully
- Facilitate the audit annually, presenting details to members at the Annual General Meeting
- Produce relevant and timely financial reports and reconciliations and table these at all general Brigade meetings
- Ensure that brigade finances are managed in accordance with NSW RFS Service Standards and relevant legislation.