

## ROMAC ROLE DESCRIPTION

**ROLE TITLE:** Treasurer and Company Secretary/Public Officer

**ROLE TYPE:** Volunteer, Director

**LOCATION:** virtual as treasurer@romac.org.au

**SUPERVISOR/MANAGER:** Chair of the ROMAC Board of Directors

**MENTOR:** Immediate Past Chair

**APPOINTMENT:** The Board will appoint the Treasurer as an Executive Director for a 3-year period plus a further term of 1 year if deemed appropriate. The role of Treasurer includes Treasurer and Company Secretary/ Public Officer of both **ROMAC. Rotary Oceania Medical Aid for Children Ltd** and **Rotary Oceania Medical Aid for Children Pty Ltd** as trustee for the ROMAC Gift Fund.

The Treasurer must be a current member of a Rotary Club, able to attend ROMAC Board and other meetings as required / requested and, be able to provide ROMAC's Registered Office address.

A Public Officer must be 18 years old or over, ordinarily live in Australia and understand the nature of the appointment.

### MAIN DUTIES/RESPONSIBILITIES:

#### Treasury:

- Maintain the financial affairs and provide financial management of ROMAC within Australia
- Work in association with the New Zealand ROMAC Treasurer
- Maintain all banking records including signature authorities, passwords etc
- Keep all financial accounts in accordance with current accounting practices and company requirements
- Issue Tax Deductible Receipts to donors as required on a timely basis
- Liaise with the Operations Team in relation to direct deposits, receipts, authorising expenditure, reimbursement of expenses etc
- Prepare Annual Budgets for presentation to the Board for approval and adoption
- Ensure monthly financial reports are distributed to the Board in a timely fashion
- Respond to queries on the financial affairs of ROMAC.

#### Audit:

- Liaise with the company auditors well prior to the end of the financial year and ensure that the Audit Engagement process and timing is understood
- Provide all information that is required by the auditors on a timely basis
- Arrange for an audited financial report to be circulated prior to the AGM.

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#### Insurance:

- Ensure annual insurance coverage is arranged for volunteers, travel by patients and their carers and cyber security.

#### Financial Advice:

- Ensure regular liaison with company appointed Financial Advisors and follow up recommendations to and from the Board in relation to investment strategies suitable to meet ROMAC's objectives
- Ensure that there is an annual review of the ROMAC Investment Strategy that involves the Board, with any agreed changes documented and retained.

#### Public Officer/Secretary:

- Act as the Public Officer of the Company – for the purposes for both the Australian Taxation Office (ATO) and the Australian Charities and Not-for-profit Commission (ACNC)
- Prepare and lodge all and any statutory returns as required.

### SKILLS & EXPERIENCE

#### Skills:

- Treasury/financial management skills
- Accounting skills plus general administration and management knowledge
- Knowledge of statutory Company Secretarial and Public Officer requirements
- Excellent communication skills
- Excellent numeracy skills
- Computer literacy
- Familiarity with the Xero accounting software or similar.

**Experience:** At least 5 years experience in a similar role in private enterprise or a not-for-profit.

#### Qualifications:

- Degree in Business Administration or Accounting or relevant management experience
- Preferably, the Treasurer will be a Member of a recognised Australian Professional Accounting association, such as a Member of Chartered Accountants Australia and New Zealand (CAANZ) or Australian Society of Certified Practising Accountants (CPA Australia)
- Registration as a Tax Agent or BAS Agent is preferable but not essential, provided such services are available to the appointee
- Company Directors course.

#### PERFORMANCE GOALS:

- Provide accurate and compliant financial accounts and reports
- Complete tasks on time, including lodgement of information as required by legislation
- Represent ROMAC appropriately at all times, as per the ROMAC Code of Conduct.

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