

## POSITION DESCRIPTION

### Scouts NSW Riverina Region Treasurer

#### POSITION OBJECTIVE:

To provide financial leadership to the Region Council, Executive Committee and Standing Committees.

#### Main Functions of the Position:

##### 1. Financial Activities

- 1.2 Responsible for the preparation of annual Financial Reports in accordance with the requirements of Scouts NSW financial reporting standards.
- 1.2 Ensure all financial accounting function are completed in a timely and accurate matter including completion of quarterly budget reviews if required
- 1.3 Ongoing development and implementation of effective internal control procedures and the completion of all Scouts NSW reporting requirements with in prescribed time frames
- 1.4 Ensure all Asset record management responsibilities are designed to preserve Region assets

##### 2. Strategic Management

- 2.1 Responsible for the integration of Scouts NSW Long Term Financial Plan within the Regions framework
- 2.2 Plan and implement the continuous improvement of the Riverina Regions financial capability to ensure the long term financial sustainability of the Riverina Regions operations

##### 3. Teamwork

Perform tasks cooperatively in a team environment as a member of the Region Council and Executive Committee.

##### 4. People Management

Oversee the management of the daily Region Office financial operations and performance in consultation and direction of the Riverina Region Commissioner.

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#### DUTIES:

##### 1. Financial Activities

- 1.1. Maintain timely and accurate completion of all Scouts NSW reporting requirements including annual Financial Reports
- 1.2. Prepare and present to the Region the Annual Budget
- 1.3. Maintain effective data records.
- 1.4. Assist and guide the Region with advice on Fees and charges
- 1.5. Keep abreast of all Scouts NSW developments that relate to financial reporting requirements. Inform the Region Executive of relevant changes and recommend any action required as a result of those changes

## Role Description – Region Treasurer Non Uniform Supporter

- 1.6. Supervise and facilitate all Region taxation issues e.g. GST, FBT, Payroll Tax.
- 1.7. Prepare certificates of expenditure for various grant and funding bodies in accordance with funding agreements. Arrange for sign off by auditors as required
- 1.8. Undertake other relevant duties as directed by the Region Commissioner.
- 1.9. Ensure all relevant Region financial policies and procedures are current and updated as necessary
- 1.10. Report to Region Council and Executive Committee on all financial matters and attend meetings as required
- 1.11. Ensure that record keeping meets the requirements of auditors and Scouts NSW and government agencies

### **2. Strategic Management**

- 2.1. Contribute to Region Strategy Development and provide input as required to plans, policies and procedures
- 2.2. Participate in key decisions as a member of the executive management team
- 2.3. Understand and mitigate key elements of the Regions risk profile
- 2.4. Provide guidance and support to region team members, Group Leaders and Group Support Committees in undertaking their financial record keeping and reporting service duties
- 2.5. Comply with Scouts Australia Code of Conduct and Code of Ethics – see below.

### **Statement of Business Ethics**

Scouts NSW and Riverina Region aims to promote integrity, ethical conduct and accountability through its operations to maintain trust, connectedness and responsiveness to our community. Scouts NSW volunteers are expected to maintain high standards of integrity and ethical conduct.

### **Skills:**

#### Specialist Knowledge or Skills:

1. Principles of customer service
2. Demonstrated experience in Microsoft Office computer application skills
3. Strong knowledge of accounting systems and procedures
4. Strong knowledge in reconciling accounts

#### Management and Interpersonal Skills:

1. Ability to cooperate with and gain the cooperation of others
2. Demonstrated ability to meet deadlines.

# Scouts Australia Code of Conduct

This Code of Conduct is a personal commitment. Its purpose is to protect all members of Scouting. It applies to all members over the age of 18, regardless of location and role, when engaging with young people and adults in any form. This includes face to face contact and using technology such as on-line formats. Parents and guardians who wish to actively participate in Scouting activities must also follow this Code.

I will set an example that I would wish others to follow.

Therefore, I will:

- Respect the dignity of myself and others.
- Demonstrate a high degree of individual responsibility.
- Recognise at all times that my words and actions are an example to other members of the Movement.
- Act at all times in accordance with the Promise and Law, Code of Ethics and this Code of Conduct, thereby setting a suitable example for all.
- Not use the Movement to promote my own beliefs, behaviours and practices where these are not compatible with Scouting Principles.
- Adhere to the Scouts Australia Child Protection Policy and provide a safe environment for youth members participating in the Scout Program, their parents or guardians and visitors.
- Report any conduct seen or heard that does not comply with this code of Conduct to the appropriate Scouting person.

# Scouts Australia Code of Ethics

## Integrity

We demonstrate Integrity by:

- Acting with honesty, truthfulness and fostering appropriate healthy professional relationships
- Recognising and fulfilling where possible, our obligations to our community
- Taking responsibility for our own actions and developing integrity in others
- Acting with impartiality, truthfulness and honesty

## Respect

We demonstrate Respect by:

- Showing consideration to others, recognising each individual's uniqueness and diversity
- Minimising our impact on the environment and seeking to be good caretakers for future generations
- Committing to members well-being and on-going learning through the practice of positive influence, good judgement and empathy in practice.

## Courage

We demonstrate Courage by:

- Providing challenging, developmental opportunities to empower young people
- Being good role models in Scouting, demonstrating positive attitudes and willingness to live by the Scout Promise and Law
- Being fair and reasonable

<sup>1</sup> Scouts Australia P5.2.1 Policy and Rules 2017. 9<sup>th</sup> Edition (August 2017). Available from:

<http://www.scouts.com.au/resources-and-information-for-members/policy-rules>