



## AUSTRALIAN DERMATOLOGY NURSES' ASSOCIATION Inc.

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### TREASURER

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The treasurer is responsible for the financial supervision of the ADNA to allow the committee to make prudent decisions and govern effectively. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenues and expenditure. It is desirable that the treasurer is well organised and possesses a level of financial expertise.

#### **Desirable attributes**

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest/trustworthy
- Good communication skills

#### **Specific duties include but are not limited to:**

- Maintain accurate records of all income and expenditure
- Provide advice to the committee in their management of the ADNA finances
- Administer all financial affairs of the ADNA
- Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval
- Support any required auditing processes
- Receipt and banking of all incoming monies
- Manage accounts payable
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Be a signatory on committee account/s