
Job Title Treasurer

Team PGSA Executive

Key Relationships

PGSA: President, Vice President (Community), Executive Assistant, Representation Officer

VUWSA: Accounts Manager, CEO

Role Purpose

The role of the Treasurer is to safeguard the PGSA's finances and oversee the financial management and reporting of the PGSA. They are responsible for developing the PGSA's budget for presentation to members at general meetings, providing financial reports to Student Academic Services, Student Finance and any other funder as required, monitoring the PGSA's expenses and giving a monthly financial report to the PGSA executive, and preparing the annual financial performance report for presentation to members at the IGM. They also ensure that the PGSA is keeping appropriate financial records, invoicing, and filing GST returns. They attend the bi-monthly meetings with Student Academic Services and Student Finance at which they report on the PGSA's financial position and any changes to the PGSA's budget or expenses.

Key responsibilities	Deliverables/outcomes
Financial transactions and records	<ul style="list-style-type: none">• Reconcile PGSA transactions with the bank statement in Xero• Ensure sound record keeping of all financial transactions• Ensure GST is accurately recorded and that GST returns are filed correctly and on time.• Ensure Invoices are appropriately created, sent, and paid
Reporting	<ul style="list-style-type: none">• Provide a monthly Financial report the PGSA Executive• Prepare the PGSA's Annual Financial Performance Report for presentation to members at the IGM in March• Provide such reports as may be required by Student Academic Services, Student Finance and any other funder to secure the release of funding to the PGSA
Budget	<ul style="list-style-type: none">• Prepare the PGSA Budget for presentation to members at the IGM in March• Prepare a draft budget for presentation to members at the AGM in October• Maintain the PGSA's budget throughout the year ensuring proper approval is received for budget changes
Accountability	<ul style="list-style-type: none">• Oversee the Annual Accountant's review undertaken in February following the preparation of the PGSA's Annual Financial Report, ensuring that this review takes place before the IGM in March.• Ensure that the PGSA's Annual Financial Report is submitted to the Incorporated Societies Register on time following the IGM in March.
