

# vets beyond borders

Position Type	Treasurer
Duration	12 Months
Responsible to	VBB Board
Main Role	Treasurer of the organisation and contributing board member
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Provides Board with an annual budget so VBB priorities can be achieved</li> <li>2. Tables up-to-date financial statements at each Board meeting</li> <li>3. Ensures that all money due to the association is collected, received and receipted and that all authorised payments are made</li> <li>4. Liaises with accountant and external auditor</li> <li>5. Liaison with AFAP while VBB continues to be an AFAP Community Partner</li> <li>6. Acts in accord with requirements of a Treasurer as listed in s17 of the Act</li> </ol>
Time Commitment	Average weekly time commitment: 4 hrs
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> <li>1. Financial member of VBB</li> <li>2. Previous experience in Not-For-Profit or organisational governance</li> <li>3. Passionate about the organisation and animal welfare</li> <li>4. Experience and skills in financial management and organisational budget preparation</li> <li>5. Based in the wider Sydney region</li> <li>6. Able to attend quarterly board meetings in Sydney</li> </ol>
Apply to	Please email your application letter and resume to <a href="mailto:volunteerpositions@vetsbeyondborders.org">volunteerpositions@vetsbeyondborders.org</a> .