



## **SISEAP Treasurer – Role Description**

### **1. Purpose of the Role**

The SISEAP Treasurer is responsible for leading the financial management of Soroptimist International South East Asia Pacific (SISEAP) to ensure the Federation's financial sustainability, integrity, and compliance. The Treasurer oversees planning, budgeting, reporting, and financial control systems, working closely with the SISEAP Board, President, Company Secretary, and HQ Officer.

### **2. Key Tasks**

- Oversee SISEAP's financial planning, budgeting, and reporting.
- Ensure compliance with financial policies and relevant Australian company and financial regulations.
- Provide leadership on investment, reserves, and resource management.
- Support the Board in monitoring SISEAP's financial viability and long-term sustainability.

### **3. Roles and Responsibilities**

#### **3.1 Financial Management**

- Oversee SISEAP's financial transactions, including approval of expenditures, ensuring compliance with approved financial policies and procedures.
- Make recommendations to the Board on significant financial matters, including reserves and investment strategy.
- Prepare financial statements (with support from the HQ Officer/bookkeeper) for monthly Board meetings or as required.
- Submit quarterly financial reports to the Board, including commentary on variances against budget.
- Liaise with the HQ Officer, President, and Company Secretary to oversee year-end accounts and reports, ensuring timely preparation for audit or financial review.
- Present audited or reviewed financial statements to the Board within 180 days of year-end.
- Monitor quarterly expenditure against the approved budget and seek justification for any overspending.

### **3.2 Banking, Bookkeeping and Record Keeping**

- Manage SISEAP bank accounts and ensure appropriate signatory controls.
- Ensure HQ maintains appropriate systems for:
  - bookkeeping and accounting software
  - payments, receipts, and lodgements
  - petty cash control (if applicable)
- Ensure proper documentation and authorisation of all financial transactions.
- Assist the HQ Officer in preparing accounts for audit/financial review and liaise with auditors/reviewers.
- Present accounts at the Annual General Meeting.

### **3.3 Control of Fixed Assets and Stock**

- Ensure accurate records of all SISEAP fixed assets and stock.
- Ensure required insurances (e.g., assets, liability) are maintained and reviewed regularly.
- Provide the Board with information to support decisions on asset purchases, disposals, or write-offs.

### **3.4 Procurement and Governance**

- Provide financial information to support competitive tendering for audit or financial review services.
- Authorise extraordinary payments (jointly with the President) within Board-approved limits.
- Report to the Board on proposals with financial implications and recommend any required changes to By-Laws, Manuals, or Policies.
- Prepare financial sections of SI Board reports as required.
- Respond to internal and external requests for financial information or clarification.

### **3.5 Budget and Strategic Planning**

- Prepare the annual draft budget in collaboration with the President, Management Committee, and HQ staff; present first to the Management Committee and then to the Board.
- Develop a financial strategy for the coming year (or biennium), including revenue generation and fund management.
- Include a review of SISEAP's financial viability in the annual report to the Board, with recommendations for sustainability.
- Prepare a two-year financial forecast, including projected income, expenditure, membership trends, and reserve usage.

### **3.6 Fundraising and Income Generation**

- Participate in or advise the Fundraising/Income Generation Committee to ensure financial soundness and compliance.
- Provide financial analysis of proposed fundraising initiatives, including costs, risks, and expected returns.
- Ensure all fundraising income is correctly recorded, banked, reported, and used in accordance with donor conditions and SISEAP policies.
- Collaborate with Communications, Membership, and Programme functions to support diversified and sustainable income streams.

### **4. Communication and Information Management**

- All financial communication with directors, position holders, clubs, and countries must be conducted through official SISEAP Google email accounts.
- All financial documents (statements, reports, working papers, policies, correspondence) must be stored in the Treasurer's SISEAP Google Drive in agreed folders.
- At the end of each biennium, the Treasurer must follow SISEAP handover procedures to ensure continuity of access for the incoming Treasurer and the company.

### **5. Outcomes Sought**

- Clear, timely financial reports for each Board meeting, highlighting trends and performance against plan.
- Quarterly management accounts with commentary on variances and risks.
- Quarterly reporting on investments and reserves.
- Annual budget monitored and reported quarterly, with early identification of sustainability issues.
- Annual unaudited financial statements and an independent audit/financial review completed within required timeframes.

- Biennial review of internal financial controls and annual review of financial policies, with recommendations for improvement.

## **6. Skills and Experience (Criteria for Nomination/Appointment)**

- Professional accounting qualification (highly preferable).
- Minimum 5 years' business and financial management experience.
- Experience at Regional, National, or Federation Board level (advantageous).
- Demonstrated financial and accounting expertise, including use of accounting software (e.g., MYOB).
- Strong analytical and reporting skills, including proficiency in Microsoft Excel.
- Ability to communicate financial matters clearly to professionals and non-professionals.
- Proficiency in email and electronic banking.
- Knowledge of SISEAP's structure and operations (or willingness to learn).
- Experience as a Club/Region/National Treasurer (desirable).
- Current financial member of a Soroptimist club in good standing.
- Working knowledge of Australian financial and company law (or willingness to undertake training).

## **7. Personal Attributes**

- Integrity, impartiality, and strong ethical standards.
- Cultural sensitivity and respect for diversity across the SISEAP region.
- Commitment to the mission, vision, and values of SISEAP.
- Resilience, pragmatism, and adaptability.
- Strong communication skills and ability to meet deadlines.

## **8. Term of Office and Appointment**

- The Treasurer is appointed by the SISEAP Board based on skills and experience, following a nominations/assessment process conducted by the Governance/Nominations function.
- The appointment is ratified by SISEAP clubs at the following AGM.
- The Treasurer will also be a member of the Board and must have her Director's ID No before the AGM.
- The standard term of office is two (2) years, with the possibility of renewal for further term(s), subject to satisfactory performance.