



# TREASURER

## Position Responsibilities & Requirements

### Position Summary

This is an elected Director position on the HikeWest Board. The primary function of the Treasurer is to administer the organisation's financial affairs in accordance with HikeWest's Rules of Association. This primarily involves the processing and recording of financial transactions, and the preparation and presentation of financial reports to the Board and to the membership. HikeWest uses an online accounting system.

### Term

An elected Director may serve for a term of three years and may opt to stand again for a second three-year term for a maximum period of six consecutive years.

### Responsibilities

- Administer the organisation's financial affairs including the making of authorised payments and keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
- Keep HikeWest's accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited;
- Prepare financial reports for presentation to Board and members;
- Participate in Board meetings;
- Comply with the duties of the Treasurer specified in HikeWest's Rules of Association.

### Skills and experience

- Good practical knowledge of standard accounting practices;
- Preferably professional accounting experience;
- Preferably experience in using an online accounting system;
- Relevant organisational skills;
- Prior active interest in bushwalking / hiking is not a pre-requisite, but would be useful, as the Treasurer is also expected to contribute where possible in Board discussions and decisions on matters of importance to bushwalking and bushwalkers in WA.

### Required Personal Attributes

- **Commitment:** keen to contribute and fulfil the position responsibilities to support the Board in fulfilling HikeWest's mission.
- **Communication:** able to contribute effectively with the Board as part of a team; able to liaise effectively with members and other stakeholders when required.
- **Work management:** well organised, and disciplined.
- **Ethics:** professional, open and accountable.

### Training provided

The retiring Treasurer is happy to help with handover and transition, including familiarisation with the online accounting system.

### Expressions of interest

If you are interested in applying for this voluntary position or finding out more about the role, please contact the President at [president@hikewest.org.au](mailto:president@hikewest.org.au).