



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Order of Australia Association Victoria Branch Treasurer Position Description

Position Description to be read in conjunction with 'Key responsibilities for all OAA VIC Branch Office Bearers and Committee members' and the Meeting & Events Schedule

Purpose of Position

- a) To manage the finances of the Victoria Branch accounts using Xero.
- b) Provide Xero OAA VIC Branch financial report at each committee meeting and recommend any action required to ensure income/expenditure is within the adopted Budget.
- c) Oversee the Xero bank feeds set up by VIC Branch Regional Groups.
- d) The twelve (12) current Regional Groups manage their income and expenditure transactions including banking monies and paying invoices. Neither the VIC Branch nor National has access to Regional Group bank accounts. Via Xero Account Software both are able to see trading account transactions.

Finance Victoria Branch

- a) Be responsible for the development of the VIC Branch Annual Budget in conjunction with Branch Chair, Events Co-ordinator, Merchandise Co-ordinator and committee members for presentation to the Victoria Branch Committee ideally for sign off at the November meeting.
- b) Prepare the Victoria Branch End of Year Financial Statement, including Regional Group financials, for submission to the National Treasurer within the required timelines set by the National Treasurer and Auditor and in accordance with the Association Constitution and applicable By-Laws. OAA financial year is same as a calendar year. For auditing purposes the National Auditor needs to site all Branch and Regional Group bank statements showing the bank balance at 31 December; this includes Term Deposits and other OAA accounts.
- c) Prepare and submit the Victoria Branch End of Year Financial Statement for uploading by VIC Branch Chair on the OAA national website VIC Administrative pages before the Annual General Meeting agenda pack is distributed to Victoria Branch financial members.
- d) Table the financial report at the Branch Annual General Meeting and answer questions.
- e) Ensure decisions made by the committee are aimed at achieving the financial viability of the VIC Branch in the short and long term.
- f) Monitor the VIC Branch Term Deposit and following consultation with the VIC Branch Chair take the necessary action to ensure the Branch maximises the return on all investments.
- g) Act as signatory to the VIC Branch Accounts, including the preparation of accounts for payment and take the necessary action to change signatories to accounts in accordance

with VIC Branch resolutions. All payments are via the internet with two authorisations per transaction.

h) In conjunction with Events Co-ordinator ensure VIC Branch hosted events using TryBooking are set to ensure such items as GST and banking details are correct.

Merchandise

a) Raise invoices for merchandise orders and sales where applicable – refer to Treasurer Guidelines.

Process credit card, cheques, cash and PayPal as per guidelines

b) Raise Purchase Orders for Merchandise; ensure the PO is all inclusive of unit cost, set-up costs, freight and GST. Total of PO should be the same as agreed quote and stock invoice.

c) Xero Profit & Loss Reports tabled at VIC Branch meetings include the Merchandise Account and General Account.

d) Liaise with Branch Chair and Merchandise Co-ordinator regarding a suitable date late December for merchandise stock-take reconciled with Xero Inventory, on-line shop and physical count.

e) Prepare in conjunction with Branch Chair and Merchandise Co-ordinator mid-year before 30 June and end of year before 23 December report and payment to National for their share of profit from Merchandise sales as per the merchandise agreement with national.

Planning

Victoria Branch Committee

In conjunction with the Victoria Branch Chairman, Deputy Chairman and Secretary develop an Induction Program for newly elected members of the Victoria Branch Committee.

Current 29 January 2024