



BJCC Committee - Treasurer

Purpose

The treasurer supports the chamber by keeping account of all revenue and expenditure activity. The treasurer helps to prepare financial statements and budgets, as well as ensure that the chamber complies with ongoing financial reporting requirements.

Key Responsibilities

- Maintain financial accounting records of the BJCC in Xero;
- Monitor payments through GlueUp and reconcile to Xero;
- In conjunction with the committee, determine pricing strategies for events, members and non-members;
- Prepare monthly forecast on a calendar year basis;
- Prepare and present monthly financial information for all monthly Committee meetings; with management reports to be submitted two days prior to meetings and submitted with meeting agenda for review
- Consider various tax, GST and accounting reporting bodies, thresholds, exposure and due course;
- Prepare annual financial information after December year end, provide to a qualified verifier and coordinate submission to the Office of Fair Trading with the Secretary; and
- Maintain bank account credentials and all payments of invoices.

Ambassador

- Support with the Ambassador program, including, selection, onboarding and offboarding Ambassadors
- Regularly engage with Ambassadors, including work flow and WIP meetings as required
- Lead Ambassadors who are assigned to your projects

Committee

- Work with the broader Committee to ensure that the chamber can meet its financial obligations and operate efficiently and effectively
- Attend the BJCC Committee meetings in-person (approx. 3 hours once per month) and provide treasury updates to the broader Committee as per key responsibilities
- Provide a level of professionalism and risk management to the Committee, by being a qualified person. Qualified meaning having received a tertiary education in business, commerce or accounting; or having completed a Chartered Accounting qualification from CAANZ or CPA. Holding of these credentials is preferred, but not mandatory if you have equivalent additional qualifications, at Committee discretion
- Contribute to developing and running events throughout the year
- Deliver a Finance monthly report