



# Doveton Show

## Deputy Treasurer - Position Description

<b>Role type</b>	Volunteer
<b>Reports to</b>	Chair Treasurer
<b>Role Term</b>	April 2024 – April 2025 (In line with the committee charter, all positions require annual re-election)
<b>Communication Lines</b>	Office Bearing Committee Members Attendance at committee meetings Administration Support Officer

## Overview of Doveton Show

Doveton Show is a community event organised and run by the Doveton Show Committee as an affordable alternative for the Royal Melbourne Show. Held annually at Myuna Farm, the Doveton Show aims to showcase and support the local community of Doveton and other community groups located in the City of Casey.

The committee is comprised of volunteer members who are elected into positions at the annual AGM. The Doveton Show is an incorporated committee, with elected volunteer members. The committee structure is shown in figure 1 below.

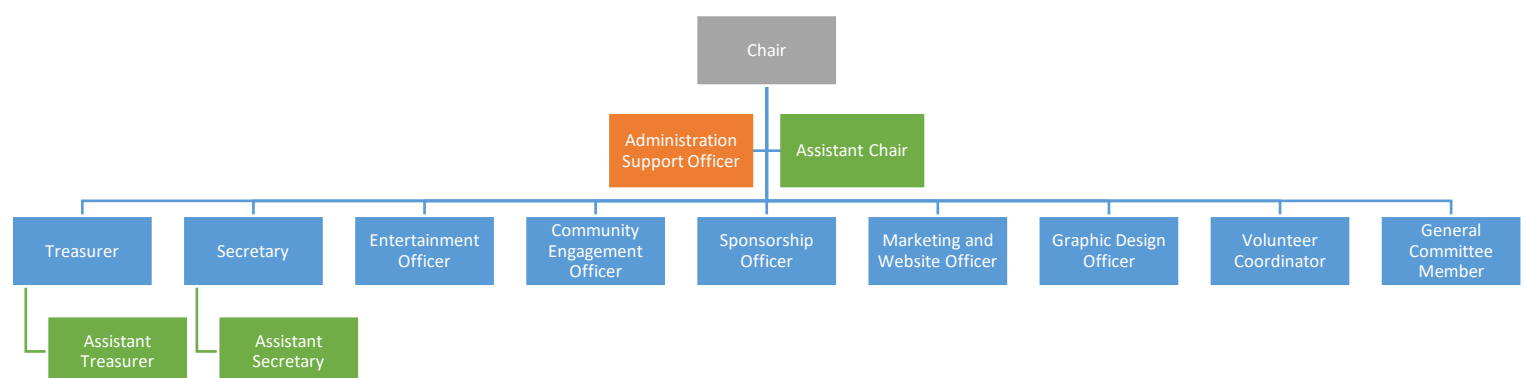


Figure 1. Doveton Show Committee Structure

The Treasurer is the chief financial management officer for the committee. They oversee all the finances of the committee and keep the committee informed of financial status.

The Deputy Treasurer is largely a supportive role to the Treasurer, with some additional responsibilities. The responsibilities of the Deputy Treasurer are outlined below, in addition to supporting the Treasurer with all their duties.

## **Role Objectives**

The running of the Doveton Show is entirely dependant on availability of the funds needed to put on the show. The role of the Treasurer encompasses all things relating to the finances of the club. This includes overseeing the budget, invoicing, making payments, creating financial reports, financial planning and cash management. The Deputy Treasurer will support the Treasurer with their responsibilities.

## **Responsibilities**

- Undertake tasks as delegated by the treasurer
- Track and manage grant applications
- Assist with counting cash on show day

## **Treasurer Responsibilities**

In addition to the above responsibilities, the Deputy Treasurer may need to support the Treasurer with their responsibilities listed below

- Keep the committee financial records up-to-date, including a record of all payments and monies received, including issuing receipts
- Give Treasurer's report at regular meetings when required, and make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Proactively seek out grant funding opportunities, apply for and acquit grant funding obtained.
- Ensure that information for an audit (as required) is prepared each year and produce an annual financial report
- Send out accounts, pay bills, arrange financial audits, and manage petty cash
- Research and obtain relevant insurances (public liability and volunteer cover)
- Organise and trained in the use of the EFTPOS machine
- Organise float and coordinate with Deputy Treasurer
- Count and bank cash on show day
- Develop and manage budget with input from committee

## **Required Skills and Qualifications**

- Previous finance or accounting background, experience with budgeting and financial planning

- Excellent organizational skills
- Strong communication and presentation skills

**Preferred Skills and Qualifications**

- Advanced knowledge of Outlook, Teams and Excel
- Qualification in finance or accounting