



Scouts NSW
North Coast Region

Assistant Region Treasurer

Scouts NSW - North Coast Region

| Position Type | Appointment Term |
|------------------|-------------------|
| Volunteer | Initial 12 Months |
| Direct Manager | Direct Reports |
| Region Treasurer | None |

Purpose

The Assistant Region Treasurer supports the financial management and reporting functions of North Coast Region while developing the skills and experience required to progress into the Region Treasurer role in the future. This role assists in maintaining strong financial governance, accurate reporting and accountability across the Region.





Ideal Candidate

The ideal candidate is organised, reliable and financially minded, with an interest in supporting the Region's long-term financial sustainability. They are willing to learn and actively contribute to improving financial processes while working collaboratively with the Region Treasurer and wider leadership team.

Capabilities

- Strong attention to detail
- Financial administration and reporting capability
- Ability to manage confidential and sensitive information
- Strong organisational and time management skills
- Ability to communicate professionally with volunteers and staff
- Confidence using financial software and cloud-based platforms
- Problem-solving and analytical thinking capability

Experience

- Experience using Xero, MYOB or similar cloud-based accounting software
- Experience using Calxa or similar financial reporting software is desirable
- Basic understanding of accounting, bookkeeping and financial governance principles
- Understanding of Charts of Accounts and reconciliation processes is desirable
- Previous experience in finance, bookkeeping or administration is advantageous





Responsibilities

- Work alongside the Region Treasurer to gain an understanding of Region financial processes
- Assist with daily bank reconciliations and accounts receivable management
- Assist in monitoring accounts payable processes and ensuring SSC accountability
- Provide financial reporting and insights to budget holders and the REC
- Support budgeting, forecasting and annual financial reporting activities
- Assist in maintaining accurate financial records and compliance obligations
- Support continual improvement of financial systems and processes
- Develop capability to eventually transition into the Region Treasurer role as part of succession planning

Requirements

- Hold or be willing to obtain a valid Working With Children Check (WWCC)
- Be willing to undergo a National Police Check
- Understand the role is entirely voluntary and unpaid
- Actively contribute to the strategic goals and objectives of Scouts NSW and North Coast Region
- Uphold Scouts Australia values, policies, procedures and Code of Conduct

