



Treasurer (NSW based)

The Treasurer is responsible for the day to day finances of Runway, assisting in reporting, paying invoices, preparing and monitoring budgets and reporting to board.

This is a great opportunity for someone who is money minded or numbers confident to be involved in a not for profit arts organisation, providing much needed (and appreciated) advice to board.

Responsibilities:

- + Assist in the management of Runway's banking and accounting
- + Process payments to contributors and contractors
- + Assist in reporting to Dept Fair Trade, ATO, Australian Charities and NFP Commission
- + Prepare and monitor operating and events budgets
- + Advise/assist on grant applications
- + Maintain current subscriptions to other businesses
- + Maintain insurance
- + Report to monthly board
- + Advise on other admin and board management issues and procedures

Desirables:

- + A basic understanding of accounts receivable and payable
- + Proficiency with Excel
- + Some experience with accounting software
- + An understanding of budgets and acquittals
- + DGR and incorporated status maintenance

+ Interest in the Australian Arts Sector

+ Must be based in NSW

Email Sian at sian@runway.org.au for more information/ a chat!