

RUNWAY

AUSTRALIAN EXPERIMENTAL ART

Treasurer (NSW Based)

Treasurer is a role for someone who is interested in both the arts and arts administration. As Runway continues to grow and expand we are looking for someone who can bring initiative to managing the financial aspect of the organisation and maintain its strong relationship with CreateNSW. We are also looking for someone who has the skills to draft grant applications.

As Treasurer you will oversee all financial aspects of Runway and liaise with the external accountant. This inevitably involves getting an insight and involvement in all projects, events and workshops that Runway holds.

Responsibilities:

- + Manage 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 monthly to 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
- + A willingness to learn
- + Interest in the Australian Arts Sector
- + Must be based in NSW