



IABC Victoria Treasurer Position Description 2024

Position Title: Treasurer

About IABC Victoria:

Victoria is the ultimate professional association for communicators in Victoria. As one of the largest chapters of the International Association of Business Communicators outside of North America, we provide members with professional development opportunities, local and global networking events and exclusive resources to stay ahead of the curve in the dynamic world of communication.

Position Summary:

IABC Victoria is seeking a highly skilled and dedicated individual to serve as the Treasurer on the Board. The Treasurer will play a critical role in overseeing the financial health and stability of the organisation. This position requires a keen eye for detail and a commitment to maintaining the highest standards of fiscal responsibility.

Key Responsibilities:

- **Fiduciary responsibilities:** ensure the sound management of IABC Victoria's financial resources, uphold the highest standards of financial integrity and safeguard the interests of IABC Victoria and its stakeholders.
- **Financial planning:** Work with the Board to develop financial strategies and policies that support the long-term sustainability and growth of IABC Victoria. Provide insights and recommendations on financial matters.
- **Financial management:** Develop, maintain and monitor the organisation's budget, ensuring it aligns with the strategic goals and objectives of IABC Victoria.
- **Financial reporting:** Prepare and present regular financial reports to the Board, summarising the organisation's financial status, income, expenses and variances. Ensure transparency and clarity in financial reporting.
- **Financial oversight:** Ensure compliance with financial regulations, including tax requirements and relevant accounting standards. Safeguard the organisation's financial assets and investments.
- **Banking and transactions:** Manage IABC Victoria's banking activities, including deposits, withdrawals, and online transactions. Maintain accurate and up-to-date financial records.
- **Invoice and expense management:** Facilitate the processing of invoices, payments and expenses, ensuring accuracy and timeliness. Coordinate with vendors and suppliers.
- **Audit and compliance:** Ensure the organisation's financial records are maintained in accordance with applicable laws and regulations.
- **Fundraising and revenue generation:** Explore and execute opportunities to diversify revenue streams, such as sponsorship, grants and fundraising activities to support financial stability.



- **Liaison with bookkeeper:** Collaborate with IABC Victoria's bookkeeper to ensure accurate and up-to-date financial records. Review financial transactions and statements regularly to maintain financial integrity.
- **Financial controls:** Implement and maintain internal financial controls to prevent fraud, mismanagement or misuse of organisation funds.
- **Board collaboration:** Engage with fellow Board members to provide financial guidance, answer questions and facilitate decision-making related to financial matters.
- **Assisting with the Bronze Quills and Oration:** Collaborate with the Events Chairs and Board to provide support in the planning and execution of the Bronze Quills and Oration, contributing to its overall success and ensuring excellence.
- **Administration**
 - Deliver handover with successor.
 - Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
 - Adhere to IABC's Code of Ethics, and the Consumer Affairs Victoria Association's Incorporation Reform Act 2023 'Rules for IABC Victoria'.

Skills and qualifications:

- Proven experience in a role that involves financial responsibility or budget management.
- Proficient in Xero accounting software including Banking, Financial Reporting and Custom Reporting.
- Strong analytical and organisational skills, with attention for financial details.
- Proficiency in Microsoft Excel and a willingness and aptitude to learn.
- Effective communication skills to explain financial concepts to non-financial stakeholders.
- Familiarity with non-profit financial management is an advantage.
- Familiarity with IABC or similar professional organisations is an advantage.

Note: IABC membership is required to be a Board member. A person is eligible for IABC membership if they are:

- a) A professional communicator
- b) An academic in a communication discipline, or
- c) A student of a communications discipline at a tertiary institution as determined by the IABC,

and they support the purposes of the Association.

Time Commitment:

- 1 x monthly 2-hour face-to-face board meeting
- 1 x 1-hour fortnightly Work-In-Progress meeting
- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
- Delivery of Key Responsibilities (~ 4 hours per week).

Note: This position description is intended to describe the general nature and level of work expected of the Treasurer.

How to Apply:

To apply, please complete the nomination form explaining your qualifications and your interest in the Treasurer position, and send this along with your CV to president@iabcvic.com.au AND vicepresident@iabcvic.com.au. IABC Victoria is an equal opportunity organisation. We encourage applications from individuals of all backgrounds and experiences.