



## **Voluntary Assistant Treasurer (approx 2 hours / week)**

BOS Australia is a volunteer organisation which has been raising funds since 2001 to support Borneo Orangutan Survival Foundation in Indonesia.

In 2014/2015, BOS Australia's income totaled \$416,000 with \$324,000 distributed to the projects. As a largely volunteer organisation, BOS Australia is able to ensure a high percentage of donor dollars get to where they are most needed - in Indonesia.

BOS Australia has DGR status with donations over \$2 tax deductible for Australian tax- payers.

We invite applications for the position of voluntary Assistant Treasurer to work alongside our Treasurer, Bookkeeper and Administrator to manage the finances of BOSA. This is a non committee position but it is expected that the successful applicant joins the committee in due course.

### **Tasks & Responsibilities:**

#### **Accounts**

- Advice to committee re accuracy of Monthly Balance Sheets & Profit & Loss Statements prepared by Bookkeeper
- Presenting monthly Balance Sheets & Profit & Loss Statements to Committee at Committee Meetings
- Reviewing end of year financial statements prepared by bookkeeper before presentation to committee

#### **Compliance**

- Managing audit of accounts
- Review BAS statements prepared by bookkeeper
- Tax Returns
- Register of Environmental Organisations reporting

#### **Advice and Strategy**

- Be available to answer emails normally within 48 hours
- Corresponding/liasing with ATO, Banks etc
- Review of Committee Meeting Report prepared by bookkeeper
- Implementation and monitoring of systems & processes for accounting

### **Reporting Relationships:**

Reporting to Voluntary Committee, in particular the President and Treasurer and close liaison with Bookkeeper & Administrator.

### **Skills & Aptitudes:**

- Relevant degree or higher qualification
- Good communication skills
- Membership of professional association
- MYOB experience
- Email and computer skills



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- Location not important as most BOSA communications is by email and telephone. Applicant must be prepared to check emails at least most days and respond to any urgent matters

For more information on the work of BOSA please see our web site at [www.orangutans.com.au](http://www.orangutans.com.au)

For further enquiries please contact Susan Griffiths Treasurer [ontreasurer@orangutans.com.au](mailto:ontreasurer@orangutans.com.au) or our Administrator Jessie at [contact@orangutans.com.au](mailto:contact@orangutans.com.au)

### **About BOSA**

Borneo Orangutan Survival Australia (BOSA) is a predominantly volunteer organisation raising funds for rescued orangutans. It was established in 2001.

We work in Australia to raise funds and awareness of the orangutan situation. Much of our work is to save the orangutan by rescuing and rehabilitating them, with an ultimate goal of releasing them back to the forest where they will be safe from human development, poaching and farming.

BOSA is a sister organisation of Borneo Orangutan Survival Foundation Indonesia (BOSF), a non-profit foundation supported by sister organisations around the world.

BOSF works under an official agreement with the Indonesian Ministry of Forestry for the conservation of Bornean orangutans and their ecosystem that works by involving and educating the local people. They focus on orangutan reintroduction, rescue, release and habitat conservation both in East and Central Kalimantan. Currently BOSF manages the biggest orangutan program in the world and is caring for more than 600 orangutans in East and Central Kalimantan. So far over 370 Orangutans have been returned to the wild. BOSF also manages a peat land conservation area which provides habitat for 3,000 wild orangutans in Central Kalimantan

### **FOOTNOTE:**

The roles of the Treasurer as described in the constitution are:

#### **16. TREASURER**

It is the duty of the treasurer of the association to ensure:

- (1) that all money due to the association is collected and received that all payments authorised by the association are made; and
- (2) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipt and expenditure connected with the activities of the association.
- (3) That such other duties as are imposed by these Rules and by the Act are performed.