



Teckel Tails Ltd

PO Box 9565, Pacific Paradise. QLD 4564

ABN 90 194 829 059

E: teamdisa@ivdd.org.au

www.ivdd.org.au

Position Title: Volunteer Treasurer

Organisation: Teckel Tails Ltd (Dachshund IVDD Support Australia)

Location: Remote (Work from Home)

Time Commitment: Flexible, part-time

Duration: Voluntary, ongoing

Introduction:

Join Teckel Tails Ltd (Dachshund IVDD Support Australia) as a Volunteer Treasurer and play a vital role in our mission to raise awareness, provide education, and offer support to Dachshund owners dealing with intervertebral disc disease.

Position Description:

As a Volunteer Treasurer, you will play a vital role in managing and overseeing the financial affairs of Teckel Tails Ltd. You will be responsible for maintaining accurate financial records, budgeting, and ensuring compliance with financial regulations. Proficiency in MYOB Essentials and experience with cloud-based applications is essential for success in this role.

Key Responsibilities:

- **Financial Record Keeping:** Maintain accurate and up-to-date financial records using MYOB Essentials.
- **Budgeting:** Collaborate with Charity Directors to create and manage budgets, ensuring that financial resources are allocated efficiently to support our mission.
- **Financial Reporting:** Generate financial reports, including income statements, balance sheets, and cash flow statements.
- **Compliance:** Ensure that the charity complies with all relevant financial regulations and reporting requirements.
- **Banking and Transactions:** Manage the charity's bank accounts, process financial transactions, and reconcile accounts regularly.
- **Audit Preparation:** Prepare financial documentation for annual audits and work closely with auditor to ensure a smooth audit process.

Qualifications:

- Proficiency in MYOB Essentials or similar accounting software.
- Experience with cloud-based applications and the ability to work remotely.
- Strong organisational and analytical skills.
- Attention to detail and accuracy in financial record-keeping.
- Knowledge of financial regulations and reporting requirements for non-profit organisations (preferred).
- Excellent communication and interpersonal skills.
- Commitment to the mission and values of Teckel Tails Ltd.



Teckel Tails Ltd

PO Box 9565, Pacific Paradise. QLD 4564

ABN 90 194 829 059

E: teamdisa@ivdd.org.au

www.ivdd.org.au

Benefits:

- Make a meaningful impact by supporting a charitable organisation.
- Flexible work hours and the ability to work from home.
- Collaborate with a passionate and dedicated team of volunteers.

Compensation: This is a volunteer position, and no financial compensation is provided. However, reasonable out-of-pocket expenses related to the role, such as stationery expenses for approved activities, will be considered for reimbursement.

How to Apply:

To apply for the Volunteer Treasurer position, please download, complete, and return the registration form available on our website <https://ivdd.org.au/disa01/wp-content/uploads/2023/09/DISA-Volunteer-Registration.docx>. Once we have received this a volunteer will be in touch for a chat.