



Executive Committee

# Treasurer

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## Position Description

**REPORT TO:** President

**TIME COMMITMENT:** 8-10 hours/week

**LENGTH OF TERM:** 12 months

## Key roles and responsibilities include

- Overseeing and assisting with ACHSC's financial reporting obligations
- Reviewing ACHSC's accounting records to ensure the accuracy in financial recording and reporting of ACHSC
- Maintaining the ACHSC bank account, depositing and withdrawing money as needed
- Identifying opportunities for process improvements for the project management teams

## What you will get out of it

- An exciting learn-by-doing experience to manage financial operations of ACHSC. The exposure to a wide variety of treasury function will allow the gaining of highly practical and relevant experience.

## Key Characteristics

- Effective organisation and time-management skills
- Professional and interpersonal communication skills
- Relevant treasury function experience or degree is favourable
- Experience with ACHSC is favourable
- Genuine interest in not-for-profits and social entrepreneurship

*The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial contribution towards realising a world free of cancer.*

**Apply at** <https://goo.gl/forms/CB1uB8vWzYgxwsXl2>