



AFS Intercultural Programs Australia

Statement of Duties

Position: Treasurer - State Committee

General statement

It is the role of the Treasurer to

- ☞ Maintain the accounts for the relevant state branch in the recommended format provided by AFS Australia
- ☞ Preparation of year end accounts in a timely manner and the provision of those accounts to AFS Head Office by the due date as advised in the AFS Australia Operations Manual
- ☞ Complete bank reconciliation monthly
- ☞ Liaise with the Finance Manager of AFS Australia on matters relating to the financial records of the state
- ☞ Payment of all accounts and money owing to volunteers in a timely manner – as outlined in the Operations Manual