Avondale College Leadership Positions

Position: ASA Treasurer
Supervisor: ASA President / Director of Student Services

Position Purpose
The ASA Treasurer will be responsible for maintaining all financial records of ASA, SAM and SAC, and disbursing funds equitably to the different committees subject to approval of the Student Services Director.

Key Responsibilities
- Working with the ASA President, reporting as required and informing and advising the ASA President, ASA Council and Director of Student Services on all ASA financial matters.
- Maintaining all ASA financial records.
- Disbursing funds equitably to the different committees subject to the approval of the Director of Student Services.
- Keeping the ASA Council informed of ASA finances on a quarterly basis.
- Acting as the secretary of the ASA Council, responsible for recording all minutes and records of ASA Council.

Relevant Experience
The position requires previous experience in accounting, good communication skills and a high level of integrity.

Person Specification
- Assertiveness
- Strong people skills
- Ability to work as part of a team and equally well working independently
- Good communication skills
- Needs to be a highly dedicated, organised and trustworthy person.
- Committed Christian

Key Outcomes
- ASA finances effectively managed and distributed.
- ASA records accurately kept.

Qualifications
Previous experience in accounting.
Preferably would have some experience in working in a team environment.