



# Association of British Women in Malaysia

Chair ~ Deborah O'Neill | Vice-Chair ~ Sharianne Ali-Quirk | Treasurer ~ Tim Rolfe | Secretary ~ Maxine Venter

## Committee Position - Treasurer

The Treasurer has overall responsibility for the financial well-being of the ABWM, including collection of money, preparation/presentation of the accounts. This position is also one of the three Office Bearers.

The key requirements for this post are accountancy knowledge together with common sense. Responsible for all cash and cheque receipts, payments on behalf of the Association and invoicing advertisers.

Knowledge of Excel and accountancy software packages is essential as are organisational skills, attention to detail and accuracy. The role also requires the ability to communicate effectively and correspond with the various Charities supported, the committee and other ABWM members.

Responsibilities include:

- Banking: general cash management, weekly deposit of cash and cheques, e-banking.
- Key contact with bank (HSBC)
- Accounts: full general ledger accounting in Sage One (software), year-end audit
- Manage creditors & debtors, including debt chasing as required
- Issue invoices for magazine adverts, corporate memberships and others
- Annual Insurance renewal and review of policies to ensure adequate cover in place
- Advise committee on how to improve or better manage financial admin

Annual Audit for the ABWM

- The association is under Malaysian law responsible to have a full audit done as soon as possible after each financial year end
- The results together with the AGM's Minutes and full committee's details need to be submitted to the Registrar every year, in order to ensure the association stays registered
- Assist auditor with any queries they have regarding the financial statements, agreeing any adjustments necessary for the financial year

Cheque Presentation Event

- Towards the end of the financial year (end Feb / March) after the budget has been set for the forthcoming year, advise the Charity Co-ordinator & Committee on an amount suitable to hand out as donations to local charities

**Charity - Support - Fun**

Founded 1975

23 Jalan Telawi | 9 Bangsar Baru | Kuala Lumpur 59100 | Malaysia

[abwm.com.my](http://abwm.com.my) | [contact@abwm.com.my](mailto:contact@abwm.com.my) | Tel: 03-2284 4407 | Registration No. PPM-003-14-06091980

### Committee meetings

- Committee meetings take place once per month when you can give a brief report on what's happening with the finances and present the Monthly Income & Expenditure statement

### Christmas Bazaar

The annual Bazaar takes place in November/December

- During the day, you'll be responsible for counting all cash and keeping full track of the financial status on the day
- After the event, take money to the bank to deposit, with assistance from committee

### Miscellaneous

- Assist ABWM events when needed.

### Skills required

- Able to effectively communicate and correspond with Charities, the Committee and other ABWM members (via email mainly)
- Knowledge of Word and Excel (for schedules) important
- Knowledge of Sage One or similar accounting package

### Time taken up by the role:

- 6-10 hours per month at the ABWM house
- You also need to attend all monthly Committee meetings

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