

## **Citizen Advocacy Sunbury needs a Treasurer**

Some of the duties include:

Preparing the treasurer's report for and attendance at the once monthly Committee meeting: Oversight of preparing EOFY reports , Bas Returns and Payroll including managing Long Service Leave entitlement, salary sacrifice and chattel mortgage on motor vehicle are among the requirements of the position. Xero accounting software is currently in use.

An interest in social justice and the NFP sector would be helpful.

If you or someone you know might be able to take on the role, please contact the office on 9744 7378 and we will be more than happy to discuss it in detail and provide any further information required