



Auditors

Position Description

POSITION:	Auditors
REPORTING TO:	Relevant Unit, District or Region
DATE:	Juy 2010
TIME COMMITMENT:	4 – 5 times per year

BACKGROUND

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

DUTIES

- To conduct annual audits of the Guide Unit accounts.
- Match income to receipts issued and receipts banked.
- Match expenses to cheques written and receipts on hand.
- Ensure receipts are available for all income and expenses.

KEY SELECTION CRITERIA

- Attention to detail
- Ability to maintain accurate financial records.
- Proficient bookkeeping skills.
- Highly developed communication skills.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Demonstrated understanding of all administrative functions and equipment usage.