

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Board Treasurer
Position Type:	Volunteer
Date issued:	April 2022

MAIN PURPOSE OF POSITION

The Board has an overall responsibility for financial management of ActionAid Australia including to:

- Ensure that finances and property are effectively managed.
- Ensure that tax affairs and reserves are appropriately handled.
- Ensure that there is an annual review of insurance cover and adequate policies are in place.
- Approve and monitor financial policies for reserves, investment, financial management, accounting and audit.

The Board Treasurer/Finance Role also has responsibility for:

- Chairing the Finance, Fundraising and Audit Committee
- Overseeing decision making on fundraising investments including assessing business case and monitoring ROI

EXPECTATIONS OF ROLE

In terms of the specific requirements of the role, the following is a list of broad expectations:

- Develop a broad understanding of ActionAid's programs and priorities as an essential component of their duty of care. This knowledge provides a sound basis for financial decision-making, fund-raising and aligning the strategic roadmap to longer term financial management and planning.
- Responsible for overseeing the financial operations and reporting at governance level and assuring that board members are kept well informed to enable the Board to be effective fiscal custodians for ActionAid Australia.
- Taking both a short to medium- and long-term focus on P&L, Cashflow and Balance Sheet
- Strong focus on risk management and compliance
- Ensure resources, systems, strategy support ongoing solvency
- Oversee the development and ongoing review of financial policies

DESIRED SKILLS & COMPETENCIES

- CA or CPA qualified with minimum 8 to 10+ post qualification years of experience, preferably with NGOs but Corporate/Professional services experience at an Executive or Board level will also be considered
- An accomplished financial executive with a strong strategic focus
- Commitment to the vision and mission of ActionAid Australia and its efforts to advance women's rights, end poverty and injustice.