



Treasurer

HerSpace Board of Directors

Position Description

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation – a world where girls and women enjoy their full human rights. We work in partnership with grassroots organisations toward prevention, pathways out of exploitation, healing and recovery.

Job Purpose

The Treasurer is responsible for overseeing all governance matters related to finances and tax. The Treasurer is to remain informed around and make sure HerSpace is implementing all tax and financial requirements to be acting legally, ethically and sustainably financially.

Key Selection Criteria

- Qualifications in accounting, business, commerce or other financial related education.
- Experience as a Director/Senior Management and knowledge of how Boards should operate and govern organisations.
- Extensive experience in developing and managing budgets for companies and or organisations.
- Knowledge of the non-for-profit sector and the financial and tax implications of being a non-for-profit.
- Experience and skills in communicating complex finances to a broad audience.

Preferable

- Experience having been a Treasurer as Director on a Board before.
- Knowledge or willingness to learn regarding the current sectorial changes in the non-for-profit sector relating to the Australian Charities and Non-for-Profit Commission.
- Entrepreneurial business skills, with ability to innovate sustainable financial strategies and income sources.

Responsibilities

- Contributing actively at Board meetings.
- Providing high level financial oversight of the operation of HerSpace, including establishing the annual budget in liaison with the Operations Team, presenting financial reports at General Board Meetings and the Annual General Meeting, and overseeing the annual auditing process.
- Playing a significant role in Board development including purpose, goals, member recruitment and accountability;
- Analysing and collating recommendations to the organisation toward best practice and quality improvement;
- Overseeing the Strategic Direction for the organisation;
- Remaining informed of any changes that may affect HerSpace in relation to financial regulations and governance;
- Building the profile and brand of HerSpace through bringing contacts from own networks to HerSpace, and by attending events, networking with key stakeholders.

Workload 10 hours per month

Regular commitments

- Attending monthly Board meetings
- Attending Strategic Planning Days.
- Attending the Annual General Meeting.
- Attending HerSpace networking events and internal events toward positive public relations.

Reporting to the Board through the Chair.

Duration of Position Minimum 12 months

How to Apply

To apply for this role, please provide a copy of your resume and a brief covering letter to the People and Culture team at recruitment@herspace.org.au, using the job title as the subject line. Please be sure to address the Key Selection Criteria in your covering letter. Applications will close once a suitable applicant has been found.

Police and Working With Children Checks

As part of our partnership arrangements with World Relief Australia some positions require new volunteers to undertake a National Police Check. and a voluntary Working With Children Check.