



FITZROY LEARNING NETWORK

BOARD MEMBER RECRUITMENT : TREASURER

Fitzroy Learning Network is seeking Expressions of Interest for the Treasurer position for its Board of Management. Could this be you?

About Fitzroy Learning Network

Established in 1984, Fitzroy Learning Network is in the heart of Fitzroy - a suburb where some of Melbourne's wealthiest live alongside some of Melbourne's most disadvantaged.

Fitzroy Learning Network is a Neighbourhood House - a place where people feel safe to connect, be heard, and to learn and grow.

Our purpose is to foster community connection and active participation in society through a broad annual program of classes, engagement, support and activities.

We are a place where refugees, migrants, asylum seekers and those facing challenges to participating in mainstream activities find support and connection. We give people the opportunity to realise their potential through direct support and meaningful outcomes created with, and for, our community.

It is an exciting time for Fitzroy Learning Network. This year we celebrate 40 years of working with the local community, and we continue to evolve to better meet the needs of the broader Fitzroy community. We are moving to the Atherton Gardens Housing Estate which will provide Brunswick Street frontage in a reinvigorated community space. We are looking for a Treasurer who can contribute to this exciting next phase.

For more information about our annual program and the organisation, please visit <https://www.fln.org.au>

Skills & experience

We welcome your Expression of Interest if you have CPA or equivalent qualifications or experience in accounting, treasury, or finance. The Board welcomes applicants from a wide range of backgrounds, reflecting the diversity of our community.

The following skills and experience are essential:

- Ability to guide the CEO and Bookkeeper in the practical operational aspects of the organisations finances,
- An understanding of current corporate governance relevant to the NFP sector and community organisations including volunteers,
- Strategic planning, critical thinking and influencing skills,
- Experience with small business accounting software [MYOB Account Right & Xero],
- Sound understanding of payroll, superannuation and GST [all of which is managed in house].

Preferred skills and experience:

- Prior experience on a NFP Board or regular provision of reports to a non-profit board,
- An understanding of financial management in the education sector and multiple income streams including grant funding.



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Time commitment

- Monthly review of financial reports, liaising with CEO and Bookkeeper,
- Preparation of financial report for Finance Sub-Committee [FRACC] and Board,
- Online FRACC meeting – second last Tuesday of each months, 1.5 hours, evening,
- In person Board meeting – last Tuesday of each month, 2 hours, evening,
- Additional meetings – AGM, Board planning & orientation, audit preparation,

We also welcome the involvement of our Board Members in volunteering for Neighbourhood House activities and events. Participating in events is a wonderful way to get to know and see the organisation in action.

Responsibilities

The Treasurer plays a crucial role, overseeing financial strategy and ensuring the organisation's financial stability. Key areas include:

Financial oversight – the Treasurer will have a clear understanding of the organisation's financial position and monitor its financial health regularly, keeping track of income, expenditure, assets and liabilities.

Budget preparation – the Treasurer will work with the core team to ensure the annual budget aligns with the organisation's strategic goals and priorities.

Financial reporting – the Treasurer will prepare and present regular financial reports to the Board and FRACC; these reports include P&L, cash flow analysis, and balance sheet.

Internal controls and cash management – the Treasurer will oversee financial controls, bank accounts, investments and cash flow, ensuring funds are managed prudently and transparently, and to prevent fraud.

Compliance and risk – the Treasurer will review and maintain the policies and procedures relating to finances, work with FRACC on financial risk management, and ensure our financial operations are legal, constitutional and within Australian accounting standards.

Asset register – the Treasurer will maintain the asset register.

Annual audit – work with the CEO, Bookkeeper and Auditor to prepare and deliver the audit.

Board education – the Treasurer will support the development of board members' financial literacy.

If you are interested...

Please send a cover letter outlining your interest in this position and in joining the board of Fitzroy Learning Network, along with your CV to:

Jane@fln.org.au or 198 Napier Street, Fitzroy [for hand delivery or post]

If you have questions before sending your EOI, please call 9417 2897 or email jane@fln.org.au and we will connect you with a board member.

Applicants will be interviewed and vetted by the Board Recruitment Working Group to be put forward at the AGM in October. All board appointments are subject to police and Working with Children checks.