

## **Role description: Board member and Treasurer (voluntary)**

The Board of the Fitzroy Learning Network (FLN) is seeking to appoint a new Board member to fill the role of Treasurer. The Treasurer leads the financial oversight of the organisation and is a key member of the Finance, Risk, Audit and Compliance Committee (FRACC).

The Treasurer has oversight of the financial management of FLN, ensuring that FLN is working within regulatory and legal frameworks and an agreed financial plan. As FLN is a small non-profit organisation the Treasurer must be prepared to engage with the CEO and Finance Officer on practical financial management issues.

The Treasurer shares responsibility and decision-making with other members of the Board and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand financial information that is being presented and the implications of this information.

### **About FLN**

Established in 1984, Fitzroy Learning Network (FLN) is the heart and soul of Melbourne's old Fitzroy - a suburb where some of Melbourne's wealthiest live alongside some of Melbourne's most disadvantaged. For decades FLN has been a place of refuge for the poor and disadvantaged. Today FLN is where refugees, migrants, asylum seekers and those living on the public housing estates of inner Melbourne find support and where they can learn and connect. FLN provides a welcome, safety, dignity and hope.

Our vision is of a strong, fair inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations. Our role is to provide learning, skills development, practical support and advocacy that increase opportunities for social, cultural and economic participation.

It is an exciting time for FLN. The next couple of years should see the development of new premises and we're using this time and this opportunity to review how we best serve our community into the future. We're therefore looking for a Treasurer who will help take these plans and strategy forwards.

### **Skills and experience**

The Treasurer role is suitable for an accountant with senior manager, director, partner, Chief Financial Officer or Financial Controller experience. *Please note that this is a voluntary position.*

The successful Candidate will need to demonstrate a mix of the following skills and experience:

#### **Essential:**

- Capability and willingness to oversee the practical operational aspects of the organisation's finances, including influencing direction
- Experience of current corporate governance relevant to voluntary and community organisations
- Strategic planning, critical thinking and influencing skills

- Experience using small business accounting software (FLN uses MYOB AccountRight)
- Sound understanding of payroll, superannuation, GST (all of which FLN manages itself).
- High level spreadsheet knowledge
- Willingness to uphold FLN values; leadership, respect, integrity, belonging and collaboration [www.fln.org.au/who-we-are](http://www.fln.org.au/who-we-are)

Preferred:

- Prior experience on a non-profit board or regular provision of reports to a non-profit Board
- Chartered Accountant or CPA or recent membership of either body.

**Meeting Obligations**

- Meet monthly with the CEO/Finance Officer to review the monthly financial reports.
- Attend Board meetings monthly, usually the last Tuesday of the month, from 6pm to 8pm in person or via video conferencing.
- Attend FRACC meetings monthly, usually one week before the Board meeting from 5.30pm to 7pm.

For more information about the organisation visit [fitzroylearningnetwork.org.au](http://fitzroylearningnetwork.org.au)

If you are interested in this role please apply and submit your curriculum vitae and a cover letter explaining your interest in the position by 5pm on 15th November. If you want to speak to someone about this role please email Annie Chapman, the FLN Board Secretary at [annie.chapman@board.fln.org.au](mailto:annie.chapman@board.fln.org.au) with some brief details about yourself, and a call back will be arranged.

<b>Detailed responsibilities</b>	FLN Treasurer and Board member (voluntary)
Governance	<ul style="list-style-type: none"> <li>• Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within Australian accounting standards.</li> <li>• Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of FLN</li> <li>• Advise the Board on matters of finance and ensure the Board understands its financial obligations</li> <li>• Identify and bring to the attention of the Board any areas of financial risk to FLN</li> <li>• Ensure that appropriate financial policies and procedures are in place and fully documented</li> <li>• Ensure an audit of the books is prepared each year and that the annual accounts of FLN, are submitted to members at the Annual General Meeting.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• With the CEO, and in partnership with the Board oversee the production and regular review of FLN's Budget and Business Plan</li> <li>• Appraise the financial viability of plans, proposals and feasibility studies.</li> </ul>



Meetings	<ul style="list-style-type: none"> <li>Report to the Board and FRACC at each meeting on FLN's financial situation, including variances from the approved budget, liaising with the Chair and Board committee chairs as appropriate</li> </ul>
Financial oversight	<p>Sign letters or documents on behalf of FLN as required. With the CEO, oversee the organisation's investment strategy and report to the Board</p> <p>Oversee the CEO and Finance Officer in ensuring:</p> <ul style="list-style-type: none"> <li>FLN's financial records are adequate, protected, backed up, and accessible</li> <li>The organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place</li> <li>Risk management strategies (including appropriate insurances) are in place</li> <li>the development and implementation of financial management policies and procedures</li> <li>FLN's banking processes are appropriate</li> <li>Review of income and expenditure against the budget on a continuous basis</li> <li>Maintenance of the organisation's asset register</li> <li>The effective collection and reception of all money due to FLN and the making of all payments authorised FLN</li> </ul>
Legal and regulatory	<ul style="list-style-type: none"> <li>Ensure FLN complies with all financial regulations</li> <li>Oversee the CEO, in ensuring FLN's compliance with all applicable tax arrangements             <ul style="list-style-type: none"> <li>Oversee the CEO's preparation and lodgement of returns with authorities</li> </ul> </li> <li>Oversee the CEO's fulfilment of the financial requirements of funding bodies and other contractual obligations.</li> </ul>