



## Position Description

### Treasurer

In addition to general director duties, the Treasurer provides financial oversight and ensures the Board fulfils its financial governance responsibilities.

#### Financial Oversight:

- Review monthly financial reports and annual budgets
- Monitor financial performance against budget
- Ensure financial sustainability and responsible resource management
- Oversee financial risk management
- Monitor cash flow and financial position

#### Finance Committee Leadership:

- Chair the monthly Finance Committee meetings
- Report to the Board on financial matters
- Ensure appropriate financial controls are in place
- Guide financial policy development
- Support financial capability across the Board

#### Audit and Compliance:

- Liaise with external auditors
- Ensure financial statements are prepared correctly
- Present audited accounts to the Board and AGM
- Monitor compliance with financial regulations
- Oversee tax and regulatory obligations

#### Financial Guidance:

- Provide technical financial advice to the Board and management
- Interpret financial information for non-financial directors
- Advise on financial implications of strategic decisions
- Support fundraising through financial credibility
- Ensure alignment between financial management and mission

**Key Relationships:** The Treasurer works closely with the CEO/National Director, bookkeeper, external accountant, auditors, and Finance Committee members. Understanding of not-for-profit financial management and Indigenous organisation funding is valuable.

**Time Commitment:** The Treasurer role typically requires 4-6 hours per fortnight, including monthly Finance Committee meetings and additional time during budget and audit periods.

**The Treasurer must balance financial rigour with Seed's values, ensuring resources are managed responsibly while supporting the organisation's mission for climate justice.**