

Treasurer (Voluntary)

The Treasurer is an essential member of the Environmental Films Australia (EFA) leadership team, who ensures the financial sustainability and compliance of the organisation.

Job title	Treasurer, Environmental Films Australia
Location	Naarm/Melbourne
Time commitment	Approximately 7-14 hours per month, inclusive of meetings.
Working relationships	Works closely with Co-Chairs, Programming Chair and Secretary. Supported by the Finance Administrator.

As Treasurer, you play a vital role in the ongoing development and operational running of EFA, ensuring we deliver on our mission and commitments, and that together we are able to produce impactful, important and sustainable programs and events.

The Treasurer has a leadership role as a member of the Exec team, working closely with the Co-Chairs, Programming Chair and Secretary. Responsible for maintaining and administering the festival's bookkeeping and accounting (including compliance, regulation and reporting), this leadership position supports the organisation in making informed financial decisions, sets budgets and keeps us on track.

The Treasurer will have oversight for integral organisational areas, such as:

- oversight of the organisation's financial and banking systems and processes.
- financial reporting to meet compliance, including the Australian Charities and Not-for-profits Commission (ACNC) and State Fundraising Licence Regulators
- monitoring all banking activities
- coordination of organisational budgets in collaboration with key team members and producing monthly reports
- the financial management of the association, including overseeing income and expenditure, banking, budgets and financial records.

- governance, general reporting and being an active member of the Exec (including the duties outlined in our Rules)

The Treasurer is supported by a Finance Administrator (who is a member of the General Committee).

Key responsibilities

- Advocate for the organization's financial sustainability and responsible decision-making.
- Oversee the budget and manage all financial administration (with support from the Finance Administrator).
- Advise the Executive Committee on financial matters.
- Track day-to-day financial processes, including invoicing, payments, and grants.
- Maintain accurate financial records using Xero online software.
- Work with the Co-Chairs to develop a robust fundraising plan.
- Oversee banking procedures and manage access to accounts.
- Attend monthly General Committee and quarterly Executive meetings.
- Fulfill all duties as outlined in the Environmental Films Australia Association Rules.

Commitment

The Treasurer must be based in Naarm/Melbourne or be able to regularly attend in person events and meetings in Naarm/Melbourne.

In terms of hours and working time, the role is flexible and there is a lot of autonomy in deciding how and when work should be completed. It is expected that the Treasurer spends approximately 7-14 hours per month undertaking their duties, inclusive of meetings. The Treasurer should check their EFA inbox and slack at least once every seven days, as standard. These hours are indicative only and the role will reasonably have quieter and busier peaks, in line with reporting, deadlines and events.

During our 'quiet period' (Dec - Jan), the Treasurer acts as part of the organisation's skeleton staff. However this commitment is nominal and will be shared across the Exec.

About Environmental Films Australia

Environmental Films Australia is a volunteer-run charity and community group, based in Naarm (Melbourne), that promotes action through cinema, connection and community. Our purpose is to bring people together through a love of film to promote environmental action and thought.

We prioritise climate and environments through film, provide platforms for artists to showcase their work and spaces for people to exchange ideas and solutions. Our program navigates the relationship between humans and their environments and interrogates the way people think about the natural world.

We have been running since 2010, starting out as a weekend screening event in Palace Kino (as Environmental Film Festival Melbourne) and have since hosted festivals and events throughout Australia and online.

Why volunteer with us?

Join our passionate, values-driven team and use your skills to make a real impact. When you volunteer with us, you'll be part of a community of dedicated, like-minded people looking to make a difference in their communities and the country.

By joining our team, you'll get to:

- Inspire positive change by joining a movement of like-minded people. Be part of a fun, passionate team, all inspired by the power of filmmaking to create change.
- Work with and promote the world's best environmental filmmakers and artists.
- Share and develop your skills across a range of sustainability screenings and events.
- Gain experience in a dynamic arts festival environment.
- Enjoy complimentary access to EFA screenings and events.

Key selection criteria

- Demonstrated knowledge and experience in bookkeeping, financial governance, budget management, and compliance, preferably within the not-for-profit sector.
- Experience in preparing financial reports and ensuring compliance with regulatory bodies, such as the Australian Charities and Not-for-profits Commission (ACNC).
- Experience in managing day-to-day financial processes, including banking, invoicing, and grant administration, with a strong attention to detail.
- Able to commit to 7-14 hours a month towards volunteering in the role.
- Aligns with Environmental Films Australia's values around climate change advocacy, social inclusion and First Nations' justice, and of course, has a love of cinema.

How to Apply

To apply, please submit a pdf of your CV/Resume and a cover letter introducing yourself and speaking to the selection criteria via the Apply Now button.

We encourage you to apply even if you feel you might not meet all key selection criteria. We welcome applications from people of all abilities, cultures and backgrounds, including Aboriginal people, people of all abilities, people from culturally and linguistically diverse backgrounds and from LGBTQ+ individuals. Please reach out if you require adjustments to the recruitment process.

Applications close Tuesday 16th September. Please note - we are looking to interview shortlisted candidates on **Saturday 27 September.**

For any questions, please feel free to reach out to Helen via email at hello@environmentalfilms.org.au, using the subject line: Treasurer (Voluntary) enquiry via EthicalJobs.