Position Description: Treasurer

Reports to: Board
Appointment: Appointed by the Board from among the Directors
Term: 12 months, appointed at the Board meeting immediately following each Annual General Meeting
Committee role: Chair, Compliance, Audit and Finance Committee
Regulatory context: Australian Charities and Not-for-profits Commission (ACNC) and Australian Securities and Investments Commission (ASIC)

Purpose of the Role

The Treasurer provides leadership and oversight of the organisation's financial governance, financial sustainability, statutory compliance and financial risk management. As a member of the Board Executive, the Treasurer supports the Board to discharge its collective responsibility for ensuring that the organisation's financial affairs are managed responsibly, that the organisation remains solvent, and that financial decision-making supports the organisation's charitable purpose and strategic priorities.

Appointment, Term and Accountability

The Treasurer is appointed annually by the Board from among the Directors at the Board meeting held immediately after each Annual General Meeting.

The appointment is for a term of 12 months, unless the Treasurer resigns, ceases to be a Director, is removed from the role by Board resolution, or is otherwise unable to continue.

The Treasurer is accountable to the Board and must act in accordance with the organisation's Constitution, Board Charter, policies, delegations, Code of Conduct and all applicable legal and regulatory obligations.

The Treasurer does not replace the collective financial governance responsibilities of the Board, nor the operational responsibilities of the Chief Executive Officer, Company Secretary, finance staff or external advisers.

Key Responsibilities

Financial Governance and Oversight

- Provide informed leadership to the Board on financial governance, financial performance, financial sustainability and financial risk.
- Support the Board to understand and monitor the organisation's financial position, including budget performance, cash flow, reserves, investments, solvency and material financial risks.
- Review financial reports, budgets, forecasts and significant financial proposals before Board consideration, and assist the Board to identify key issues, assumptions, risks and decisions required.
- Promote financial decision-making that is transparent, evidence-based, aligned with the organisation's charitable purpose, and consistent with approved delegations and policies.

Compliance, Audit and Finance Committee

- Chair the Compliance, Audit and Finance Committee of the Board.

- Lead effective Committee meetings, including confirming agendas with the Chief Executive Officer, Company Secretary and Committee Secretariat, encouraging constructive discussion, and ensuring appropriate focus on matters requiring Board advice or decision.
- Ensure the Committee supports the Board by reviewing financial reports, budgets, forecasts, audit reports, compliance matters, risk matters, internal controls, and relevant policies within its charter.
- Oversee, through the Committee, the external audit process, including review of audit planning, audit findings, management responses and recommendations to the Board regarding appointment or reappointment of auditors.
- Report to the Board on Committee discussions, key risks, recommendations and matters requiring Board attention.
- Chair up to six Committee meetings per year, generally held via Microsoft Teams, and call additional meetings if required by the Committee Charter or circumstances.

Statutory and Regulatory Responsibilities

- Support the Board to meet its obligations under the organisation's governing documents, the Corporations Act 2001 (Cth), the Australian Charities and Not-for-profits Commission Act 2012 (Cth), ACNC Governance Standards, ASIC requirements and other applicable laws.
- Promote awareness of the duties of Directors and responsible people, including the duties to act with care and diligence, act in good faith, disclose and manage conflicts of interest, ensure financial affairs are managed responsibly, and not allow the organisation to operate while insolvent.
- Support timely review and approval of annual financial statements, audit reports, annual reporting, financial policies and any other financial compliance matters requiring Board oversight.
- Maintain appropriate independence from operational financial management while ensuring that the Board receives sufficient, accurate and timely information to discharge its oversight role.

Risk, Controls and Integrity

- Monitor, through the Committee, the adequacy of financial controls, delegations, procurement arrangements, reserves, investment practices, fraud prevention measures and audit trails.
- Support the Board to identify, assess and respond to financial, compliance, audit and related operational risks.
- Encourage continuous improvement in financial reporting, risk reporting, policy compliance and assurance processes.
- Ensure any actual, potential or perceived conflicts of interest are declared and managed appropriately in accordance with the Constitution, Board Charter and Code of Conduct.

Board Executive Contribution

- Contribute to the effective functioning of the Board Executive, including supporting the Chair and Deputy Chair on financial governance, risk and compliance matters.
- Provide advice and leadership between Board meetings where required, while ensuring that decisions reserved to the Board are made by the Board.
- Model constructive, ethical and mission-aligned leadership, including respect for Board confidentiality, collective decision-making and appropriate boundaries between governance and management.

Key Relationships

- Board Chair, Deputy Chair and Directors
- Compliance, Audit and Finance Committee members
- Chief Executive Officer/Company Secretary and Committee Secretariat
- GM Culture, Corporate and Change
- External auditor; Investment Funds Manager and, where relevant, internal audit, risk, legal, tax or governance advisers

Skills, Experience and Attributes

- Strong financial management skills, including the capacity to apply relevant standards and interpret financial statements, budgets, forecasts, cash flow, reserves, audit reports and financial risk information.
- Demonstrated experience chairing similar board, audit, finance, compliance, risk or governance committees.
- Accounting qualifications are required. Ideally, the Treasurer will hold current CPA or CA certification, or an equivalent recognised professional accounting qualification.
- Experience in senior financial management, audit, risk, accounting, investment, commercial management or similar disciplines.
- Understanding of not-for-profit governance and the responsibilities of ACNC-registered charities and ASIC-regulated entities in Australia.
- Governance experience, with the capacity to chair meetings effectively, encourage balanced discussion, test assumptions constructively, create a productive and psychologically safe environment and help translate complex financial matters into clear Board-level advice.
- Sound judgement, integrity, independence of mind, respect for confidentiality and commitment to the organisation’s charitable purpose.

Time Commitment

The expected time commitment includes attendance at Board meetings, Board Executive discussions as required, preparation for and attendance at up to six Compliance, Audit and Finance Committee meetings per year via Microsoft Teams, review of financial and audit papers, and availability for occasional discussions with the Chair, Chief Executive Officer, Company Secretary, senior finance lead or external auditor between meetings.

Authority and Limitations

- The Treasurer has no individual authority to bind the organisation unless authority is expressly delegated by the Board, the Constitution, approved policy or written delegation.
- The Treasurer provides oversight, advice and recommendations, but operational financial management remains the responsibility of management under the leadership of the Chief Executive Officer.
- The Treasurer must act in the best interests of the organisation as a whole and must not represent a personal, professional, sectoral or stakeholder interest in performing the role.

Approvals and review

Version	Approver	Approval Date	Review date
1	Board	August 2026	August 2028