



Position Description: Treasurer (Volunteer)

Role: Treasurer (Volunteer)
Employment type: Office Bearer of the Board
Working hours: 10-15 hours/month including attending monthly Board meetings
Term: 2 years
Responsible to: Co-Chairs of the Board
Location: Anywhere in Australia, online, own device and own premises
Closing date: 5 November 2026

About the organisation

Founded in 2018 by bushfire impacted people, Bushfire Survivors for Climate Action (BSCA) is a nonpartisan Australian charity (and incorporated association) dedicated to making us all safer through climate action. We amplify the voices of people affected by climate-fueled bushfires to highlight the impacts of climate change on people and communities, in order to drive a race to the top on climate.

BSCA has been at the cutting edge of legal reform to reduce climate emissions and hold governments, agencies and companies to account. In 2021 we took the NSW Environment Protection Authority to court challenging them on their lack of action on climate change and won. Our landmark win was the first time that an Australian Court ordered a government to take meaningful action on climate change.

We work to:

- Influence Governments and politicians from all sides of politics to be more climate ambitious.
- Challenge regulatory and planning systems to prioritise the safety and future of all Australian communities through fast-tracked emissions reduction.
- Challenge the social license of fossil fuels by showing the costs to people and communities of the mining and burning of fossil fuels.

We do this through advocacy, storytelling, community engagement, events, and when appropriate, legal action.

Purpose of the role

The purpose of this role is to lead the financial oversight and financial management of BSCA. The Treasurer will be an office bearer on the Board of BSCA.

Role Responsibilities

- Financial Advice: Understanding the rules for financial governance, reporting and management, and advising the Board.
- Financial Accounts: Overseeing the monthly, quarterly and annual financial accounts including Profit & Loss, Balance Sheet and Cash Flow with the support of our bookkeeper and the CEO.
- Ensuring BSCA's financial reporting is within regulatory frameworks.
- Budget Oversight: Working closely with the CEO on the annual budgeting process, presenting the budget to the Board for approval, ensuring BSCA is working to the budget.

- Finance Operations: Providing advice to staff in the maintenance of finance records including tracking donations, reimbursements and travel allowances (Xero, Stripe etc). Supervise payment of fortnightly super by bookkeeper. Check and authorise quarterly BAS.
- Monitoring and liaising with our external book-keeper.
- Using and monitoring the BSCA Treasurer's email address.
- Meetings:
 - Meet quarterly with the CEO and Chair to review the financial reports and performance against budget. Meet the CEO monthly if required.
 - Attend Board meetings. These are 12 times a year, usually the 3rd Thursday of the month, from 5.30pm to 7.30pm AET.
 - Attend meetings of the Compliance and Fundraising Sub-Committees as needed.
 - Presentation of the annual Financial Statements to the Board, then at the Annual General Meeting
- Oversee the necessary accounting and auditing arrangements to meet DGR obligations.
- ASIC and ACNC Compliance and Reporting: Ensuring BSCA financial records are in compliance with Corporations Act, ASIC requirements, ACNC requirements and the Constitution.
- Working with the Board and Secretary to lodge annual ACNC reports (and ASIC if required).

Selection Criteria

Required

- Demonstrated experience in finance, budget management and reporting.
- Capability and willingness to oversee BSCA's financial management.
- Experience or knowledge of corporate governance relevant to charities.
- Strategic planning, critical thinking and influencing skills.
- Willingness to uphold BSCA's vision, mission and values.
- Competent in using online financial systems e.g. Xero.
- Competent in using remote working technologies as part of a team e.g. Google Drive and Zoom.
- An ability to apply a trauma informed approach to your work and work relationships including self-care.
- A demonstrated passion for action to address the climate crisis in a way that benefits people and communities, and First Nations people in particular.

Desirable

- Accounting qualifications.
- Experience as a non-executive director or have completed relevant training.
- Experience working at a senior level with an organisation that relies on philanthropic funding.
- Lived experience of or an understanding of the impacts of bushfires to Australians.
- Some knowledge of Payroll.

Applicants who meet some, but not all of the selection criteria are still encouraged to apply.

Why work with Bushfire Survivors for Climate Action?

- We're a small, passionate, committed team that's performing beyond our size.
- We pride ourselves on bringing authenticity, determination and compassion to all our work.
- Through ethical, effective and strategic campaigning we are making a difference on climate.
- Flexibility to work from anywhere - home or a shared office.
- There will be opportunities for coaching and mentoring from our partners.

You can access our [Strategic Plan here](#).

How to apply

Applications are due by midnight Monday 2nd November 2026.

To apply for this position please submit the following to Jan Harris, Co-Chair, Bushfire Survivors for Climate Action via Ethical Jobs or by emailing Jan at hello@bushfiresurvivors.org.

- A cover letter explaining your interest in the role and addressing the selection criteria drawing from your own experiences (3 pages max)
- Your CV (4 pages max)

If you have any questions regarding the position or application process, please get in touch with Jan for a confidential discussion on 0429 042 343.