

SUPPORTING
LOCAL ASYLUM
SEEKERS



Board of Directors

Treasurer (Volunteer role)

Position Description

Reports to: Chair, Board of Directors

Term: Volunteer Board Director appointed in accordance with West Welcome Wagon's Constitution.

1. About West Welcome Wagon

West Welcome Wagon is a volunteer-powered charity that has been welcoming and supporting refugees and people seeking asylum across Melbourne's western suburbs since 2013. We provide essential household goods and community connection programs that help families establish a home with dignity, belonging and hope.

The Treasurer plays a key governance role in ensuring the organisation remains financially sustainable and accountable while supporting the Board to make informed strategic decisions.

2. West Welcome Wagon Values

Our organisation is committed to operating in an environment that is:

Compassionate, we act with empathy, kindness and respect, ensuring every person feels welcomed, valued and supported.

Responsive, we listen to our clients, volunteers, staff and community and respond with flexible, innovative solutions that achieve meaningful outcomes.

Collaborative, we share knowledge, skills and resources with others to maximise opportunities and achieve shared goals.

Sustainable, we adopt environmentally responsible practices and support the reuse, recycling and repurposing of goods wherever possible to reduce waste and protect resources.

3. Purpose of the Role

The Treasurer provides financial oversight and strategic advice to the Board, ensuring West Welcome Wagon maintains sound financial management, complies with regulatory obligations, and has the resources required to deliver its mission.

The Treasurer works closely with the Board of Directors, Chief Executive Officer, Book-keeper, Finance Committee and external auditor.

4. Key Responsibilities

4.1 Governance and Financial Oversight

- Provide strategic oversight of West Welcome Wagon's financial position.
- Monitor organisational financial sustainability and cash flow.
- Present financial reports and key financial insights at monthly Board meetings.
- Support the Board to understand financial risks, opportunities and performance.
- Ensure appropriate financial controls, policies and delegations are in place.

4.2 Finance Committee

- Chair the fortnightly Finance Committee meetings.
- Review monthly financial reports, budgets and cash flow forecasts.
- Monitor grant income, expenditure and financial commitments.
- Make recommendations to the Board on financial matters.

4.3 Budgeting and Compliance

- Support the development of the annual organisational budget.
- Monitor performance against budget throughout the year.
- Ensure statutory financial obligations are met, including ACNC and ATO compliance.
- Oversee preparation of annual financial statements and audit or review processes.

4.4 Strategic Contribution

- Contribute to the implementation of West Welcome Wagon's 2026-2029 Strategic Plan.
- Support revenue diversification and long-term financial resilience.
- Bring a strategic financial perspective to Board discussions and organisational planning.

5. Skills and Experience

We are seeking someone who brings:

- Professional qualifications (CA, CPA or equivalent) are essential.
- Financial management, accounting, bookkeeping or audit experience.
- Experience interpreting financial statements and budgets.
- An understanding of governance in the not-for-profit sector (desirable).
- Strategic thinking and sound judgement.
- Strong communication skills and the ability to explain financial information clearly.
- A commitment to West Welcome Wagon's purpose and values.

6. Time Commitment

- Monthly Board meeting (approximately 2 hours).
- Fortnightly Finance Committee meeting (approximately 1 hour).
- Preparation and review of financial papers prior to meetings.
- Participation in the annual budget process, audit and strategic planning as required.

Estimated commitment: 4–6 hours per month, with additional time during budget and annual reporting periods.

7. Personal Qualities

The Treasurer will demonstrate:

- Integrity and accountability.
- Collaborative leadership.
- Respect for diverse communities and lived experiences.
- Commitment to inclusion, dignity and community.
- A willingness to contribute to a volunteer-led organisation.

8. Why Join West Welcome Wagon?

As Treasurer, you will help guide the financial stewardship of an organisation that has:

- Established 2,890 homes for refugees and people seeking asylum.
- Supported 15,000 adults and children across Melbourne's west.
- Redistributed \$7.25 million worth of donated household goods.

- Diverted more than 1,000 tonnes of quality goods from landfill through a circular economy model.
- Been powered by over 200 volunteers contributing 100,000+ volunteer hours.

You will join a passionate Board committed to building welcoming, inclusive and sustainable communities.

9. How to apply

Please submit your cover letter and resume to volunteer@westwelcomewagon.org.au.