

Treasurer role description

Founding board member

Palaemon Conservation

A volunteer role on our founding Board.

About us

We're establishing Palaemon to help people connect with and care for Victoria's marine environment. We'll begin in Port Phillip Bay, with the aim of growing across the state. Our work will bring together school education, practical conservation and community involvement.

Our aim is to support community wellbeing through connection with the marine environment, while helping tackle pressures such as invasive species, pollution and habitat loss. We're setting up as a Victorian incorporated association and plan to apply for charity registration with the Australian Charities and Not-for-profits Commission (ACNC).

How you can help

We're looking for someone with financial experience who would enjoy helping a new marine not-for-profit get off to a sound start. As our founding Treasurer, you'll work alongside the founder and fellow board members to establish practical financial systems, guide budgeting and help us make informed decisions as we grow. You'll also have a voice in shaping the organisation's direction.

The founder will help with practical setup and administration, and engaging a paid bookkeeper is an early priority as funding allows. Your experience will help us establish sensible arrangements and give the Board a clear understanding of our finances.

Time and location

We'll agree a realistic time commitment with you, allowing for additional work during establishment and around annual reporting.

We plan to meet monthly at first, moving to quarterly once we're up and running, alongside an annual general meeting and any additional meetings needed. Financial oversight and communication will continue between meetings.

We welcome applicants anywhere in Australia who can take part remotely. We'll discuss any in-person meeting arrangements with you before you join.

Helping us get started

- Help establish banking, accounting and financial recordkeeping arrangements suited to a small organisation.
- Work with the founder to prepare an initial budget and cash-flow forecast.
- Help the Board agree practical spending delegations, approval arrangements and checks that provide appropriate separation of financial responsibilities.
- Establish straightforward financial reporting and a calendar of financial obligations.
- Help define the support we need from a bookkeeper and accountant as funding becomes available.

Keeping things running

- Review financial reports and help the Board understand our income, expenditure, cash position and any emerging concerns.
- Work with the CEO on budgets and forecasts, helping assess what we can sustainably afford.
- Provide financial input into funding applications, major purchases and longer-term plans.
- Help oversee the use of grant funding and money allocated for particular purposes, keeping operating and capital needs clear.
- Coordinate annual financial reporting with the Secretary, bookkeeper and accountant, as applicable.
- Review our financial arrangements as we grow and suggest improvements where needed.

The CEO will manage day-to-day operations within the budgets and delegations agreed by the Board.

Being part of the Board

- Bring your ideas and experience to discussions about our direction, financial sustainability and risks.
- Read meeting papers, contribute thoughtfully and use your own judgement in the organisation's best interests.
- Treat confidential information carefully and be open about conflicts of interest.
- Help fellow board members understand the finances and participate in oversight. Financial responsibility is shared across the Board.

Experience and approach

What you will bring

- Practical experience in accounting, financial management or a Treasurer role, including budgets, financial reports and financial controls.
- Confidence explaining financial information in plain language and raising questions constructively.
- A reliable, collaborative approach and an appreciation of what is practical for a small organisation getting started.
- Comfort with accounting software, shared documents and online meetings.
- An interest in marine education, conservation and community involvement.

Helpful experience

Experience with not-for-profits, grant funding, Victorian incorporated associations or charity reporting would be welcome.

What's in it for you?

We want our team to share in the enjoyment and discovery that inspire our work. Wherever possible, we hope to create opportunities for board members to join conservation activities, experience Victoria's marine environment and learn alongside others who care about it. Whether you already have a passion for the sea or are curious to explore it, we want this role to offer connection, adventure and the satisfaction of seeing the difference your contribution makes.

A few practical details

This is an unpaid volunteer role. The appointment and term will follow our adopted rules. You'll be a member of the Committee of Management, which we call the Board, working closely with the Chair, Secretary and CEO and accountable to the Board and our members.