

Better Renting Treasurer: Position Description

Better Renting is a national, independent not-for-profit focused on rental rights in Australia. We advocate for renting to be a genuine alternative to home ownership in Australia.

Better Renting has a small but mighty team who are focused on ensuring renting is stable, affordable, safe & healthy; while also working to create a just rental housing system.

We are a small organisation that is independent - receiving funding from philanthropic donors and supporters of the organisation.

We've been around since 2018, advocating from issues of minimum standards for rentals, to winding back negative gearing and Capital Gains Tax (CGT). We've had a lot of success along the way but like many small organisation, we grapple with short financial runways. The current board wants to ensure the future of the organisation and so we are undertaking a project to look at different sources of income and models for the organisation.

We are looking for a Treasurer that comes with the practical and strategic financial knowledge to support our governance, but is also happy to work with us to do some broader 'blue-sky' thinking.

The role of Treasurer is a critical part of the governance of the organisation, providing trusted guidance and analysis to the board on financial and financial compliance topics. The Treasurer will also work to support the Better Renting team through answering financial questions or support with financial oversight, in order to maintain strong and transparent financial processes. Better Renting does have a bookkeeper who manages the day-to-day finances.

Governance

- Support the board on financial matters through analysis and advice on the organisations finances
- Report to the Board at each meeting on the financial position of the organisation
- Support the Better Renting team where needed to review organisational financial compliance with applicable tax arrangements, which are reported to the board
- Attend Better Renting board meetings that take place once every two months, and as needed

Financial areas of focus

- Work with the board to identify opportunities for strengthening financial policies and procedures, as well as ensuring existing policies and procedures are working effectively and adhered to
- Support the board to ensure that risk management strategies (including appropriate insurances) are in place.

- Assist, as needed, with setting the annual budgets for Better Renting, and oversee reporting to the board against the budget.
- Monitor Better Renting's solvency and potential financial risks, ensuring that the Board is aware of any relevant issues.

Administrative and management

- As needed, support with operational administration, such as approving monthly payroll, and ad hoc bank transfers.
- Support the bookkeeper as needed to ensure accurate bookkeeping. Better Renting utilises Xero software, but knowledge of this system is not a requirement.
- Provide support, advice and guidance as needed to ensure the organisations financial records, banking and other financial obligations are maintained to a high level

Better Renting - General board member duties

Governance

- Deliberate and make decisions on issues before the Board on the basis of the best interests of the organisation only
- Comply with the rules, policies, and standing orders of the organisation
- On being elected to the Board, undertake induction and training procedures as provided by the Board

Planning

- Review and approve the organisation's Strategic Plan, Budget, and other consequential arrangements

Meetings

- Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- Read board papers and consider issues in advance of the meeting.

Administrative and management

- Review and approve the organisation's systems for financial control and risk management
- Undertake administrative duties as required
- Understand the organisation's finances (including solvency)

Media

- Make comments to the media only as provided in the organisation's Media Policy. Note: it is not expected this role will engage with media.

Promotion

- Promote the organisation in the community as opportunities arise

Fundraising

- Participate enthusiastically in any fundraising approved by the Board

Legal and ethical

- Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
- If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
- If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
- At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus