



Span Community House Inc.
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Reg. No: A0051048Y

Treasurer and Board Member (Voluntary)

Job description

THE ROLE

The Board of Span Community House is seeking to appoint a new voluntary Board member to fill the role of Treasurer. The volunteer Treasurer leads the financial oversight of the organisation and its financial strategic planning.

The Treasurer has oversight of the financial management of Span Community house, ensuring that Span is working within regulatory and legal frameworks and an agreed financial plan. As Span is a small non-profit organisation the Treasurer must be prepared to engage with the General Manager and bookkeeper on practical financial management issues.

As a Board member, the Treasurer shares responsibility and decision-making with other members of the Board and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand financial information that is being presented and the implications of this information.

ABOUT SPAN COMMUNITY HOUSE

Span Community House is an independently run, not for profit, non-government, incorporated association, providing quality, low-cost, educational, social, sustainable, recreational and community development programs and activities in response to community need.

OUR VISION

Empowering people to create an inclusive, healthy and sustainable community.

OUR MISSION

Span Community House will develop and support the local community through educational, social inclusion and recreational activities:

- Community development and connectedness
- Sustainability
- Empowerment of marginalised groups and those experiencing economic disadvantage
- Health and wellbeing
- Social justice
- Education and knowledge

SKILLS AND EXPERIENCE

The volunteer Treasurer role is suitable for an accountant with senior manager, director, partner, Chief Financial Officer or Financial Controller experience. *Please note that this is a voluntary position.*

The successful Candidate will need to demonstrate a mix of the following skills and experience:

Essential:

- Capability and willingness to oversee the practical operational aspects of the organisation's finances, including influencing strategic direction.
- Experience of current corporate governance relevant to voluntary and community organisations including risk management and financial viability.
- Strategic planning, critical thinking and influencing skills.
- Sound understanding of payroll, superannuation and GST.
- High level spreadsheet knowledge.
- Willingness to uphold Span Community House values: Inclusiveness, Quality, Empowerment, Responsiveness, Equity, Integrity and Sustainability.

Preferred:

- Prior experience on a non-profit board or regular provision of reports to a non-profit Board.
- Chartered Accountant or CPA or recent membership of either body.

MEETING OBLIGATIONS

As a Treasurer you are expected to:

- Attend Board meetings monthly, usually the last Thursday of the month, from 7pm to 9pm in person or via video conferencing.
- Provide regular support to the Manager and bookkeeper on practical financial management issues.
- Support the strategic direction of Span Community House through contributions in one of our subcommittees.

For more information about the organisation visit www.spanhouse.org

If you want to speak to someone about this role please contact Wennie van Riet, Chair of the Board via email at Wennie@spanhouse.org using the subject line: **Treasurer and Board Member (Voluntary) enquiry** with some brief details about yourself, and a call back will be arranged.