

Management Committee – Treasurer

The Wilderness Society (Tasmania) Inc

The Wilderness Society (TWS) is a not for profit conservation organisation dedicated to the protection and restoration of our wilderness and wildlife in Australia.

TWS was established in 1976 to help save the Franklin River and has since played an important role in many of Australia's great conservation campaigns. Kakadu, the Daintree, South-west Tasmanian wilderness, the forests of Eastern and Western Australia and the wilderness of Antarctica are among the many places TWS has helped protect. TWS has also played a crucial role in the protection of Ningaloo Reef in WA and the establishment of the Great Australian Bight Marine Park in South Australia.

TWS Organisational Purpose

Protecting, promoting and restoring wilderness and natural processes across Australia for the survival and ongoing evolution of life on Earth.

TWS Organisational Values

1. Passion for our purpose (above);
2. The power for people to bring about change;
3. Organisational independence;
4. Commitment to success in protecting the environment;
5. Compassion.

TWS is an equal opportunity employer that embraces principles of non-violence and consensus decision-making.

Job Title: Treasurer, Management Committee

Salary: Voluntary Position – Unpaid

Hours: Approx 10 – 12 hours per month

The Role

The Treasurer of the Committee of Management has several constitutional and organisational functions. It is an Office-Bearer position, and along with the Convenor and Secretary and forms part of the Executive of the Committee.

The role of the Treasurer is to maintain an overview of the organisation's financial status and to ensure that proper financial records and procedures are maintained in line with legal requirements.

Primary Tasks and Responsibilities

- Form part of the executive committee with the convenor and secretary
- Attend monthly management committee meetings, regular Group Finance Meetings and annual strategic planning sessions
- Review monthly/quarterly financial reports and provide briefings to CoM members
- Oversee the development and finalisation of the annual budget in May of each year
- Present annual budget to CoM for approval
- Ensure annual audit is undertaken by independent auditor
- Prepare annual Treasurer's report for the Annual Report and present at AGM
- Present a financial statement for each monthly committee meeting
- Develop an annual budget for approval by the Committee of Management
- Ensure that comprehensive financial management policies and procedures are in place
- Ensure that financial records are stored and accessible in accordance with ATO requirements
- Provide strategic advice and guidance on financial and operational matters
- Represent TWS TAS as required in negotiations with and representations to the National Management Committee of TWS Inc. and with senior staff of TWS Inc. and TWS Australia
- Provide guidance as required on treasury matters
- Oversee the development of financial management systems as identified from time to time
- Approve campaign spend requests from Campaign Manager of between \$1000 and \$3000 between MC meetings

Essential Selection Criteria

- Excellent business and financial acumen
- Ability to understand detailed financial accounts and appreciate their significance to TWS TAS
- Financial and budget management experience, ideally with qualifications in accounting
- Strong commitment to TWS TAS's purpose, culture and values
- Capacity to foster and support an inclusive and democratic approach to discussions and debate
- High level abilities to problem-solve, resolve conflicts and disputes, and be outcomes and solution-focused
- Ability to dedicate regular time to TWS TAS responsibilities

Desirable Selection Criteria

- Capacity to establish and maintain productive working relationships with a wide variety of people
- Understanding of non-government (environment) organisations and the NGO sector
- Organisational development and governance experience
- Personnel and human resource management experience

Ideal Qualifications

- Experience of working in an NGO
- Previous roles on Management Committees

Accountabilities

Legal and constitutional requirements under incorporated association's legislation.

EOI and Enquiries can be forwarded to Tasmanian Convenor Tabatha Badger at tabatha.badger@wilderness.org.au. EOI should consist of a single page outlining relevant experience and interest in the position.