

Volunteer Treasurer/Board Member

The Board of the Fitzroy Learning Network (FLN) is seeking to appoint a new Board member to fill the role of Treasurer. The Treasurer leads the financial oversight of FLN and is a key member of the Finance, Risk, Audit and Compliance Committee (FRACC).

The Treasurer has oversight of the financial management of FLN, ensuring that we are working within regulatory and legal frameworks, an agreed financial plan and with an active focus on FLN's vision. The role involves liaising with the CEO, staff, Deputy Treasurer and Finance Officer/Bookkeeper on practical financial management issues.

The Treasurer shares responsibility and decision-making with other members of the Board and an important part of the role is to ensure that other Board members understand financial information that is being presented and the implications of this information.

About FLN

Established in 1985, Fitzroy Learning Network (FLN) is a Neighbourhood House, a Learn Local Centre, and a Registered Training Organisation.

FLN is the heart of Fitzroy and is a place where refugees, migrants, asylum seekers and those living on the public housing estates of inner Melbourne find support and where they can learn and connect.

We build bridges within our community to reduce the level of segregation and disharmony, create opportunities that foster social cohesion, and increase opportunities for social, cultural, and economic inclusion and participation.

Our aim is to help create a strong, fair inclusive and engaged community, where everyone understands and can exercise their rights and responsibilities, and where people are able to access the resources, networks and support they need to realise their aspirations.

Our program is broad and includes:-

- Community Support including form filling, food relief, and govt dept liaison,
- Accredited English Language classes and Hospitality Training
- Adult Community Education – cooking, art, urban farming, train the trainer, computers
- Volunteer Program – volunteers provide essential support across our programs
- Events – Bridges to Harmony Festival, Community Dinners, Fitzroy Block Parties
- Special Projects – Kitchen Catering, Flavours of Fitzroy Cookbook

It is an exciting time for FLN. We will be moving premises and we're using this opportunity to review how we best serve our community into the future, and how this is supported by our various funding streams. We're therefore looking for a Treasurer who will work collaboratively with a great group of Board colleagues to help take these plans and strategy forwards.

For more information about FLN visit <https://www.fln.org.au/>

Skills and experience

We welcome your application if you have CPA or equivalent qualifications or experience in accounting, treasury, or finance. The Board welcomes applicants from a wide range of backgrounds, reflecting the diversity of the FLN community.

The following skills and experience are essential:

- Ability to guide the CEO and Bookkeeper in the practical operational aspects of FLN's finances
- An understanding of current corporate governance relevant to voluntary and community organisations
- Strategic planning, critical thinking and influencing skills
- Experience using small business accounting software (FLN uses MYOB AccountRight)
- Sound understanding of payroll, superannuation, GST (all of which FLN manages itself).

Preferred:

- Prior experience on a non-profit board or regular provision of reports to a non-profit Board
- An understanding of grant-funded financial management in the education sector/across multiple income streams.

Time commitment

- Monthly review of financial reports, processes and controls, liaising with CEO and Bookkeeper
- Preparation of financial report for FRACC and Board
- Online FRACC meetings: second to last Tuesday of the month (1.5 hrs av. - evening)
- In person Board Meetings : last Tue of the month (2 hours av. - evening)
- Additional meetings: AGM, Board planning & orientation days
- Events and activities where possible.

Responsibilities

The Treasurer holds a crucial role, overseeing financial matters and ensuring financial stability.

Responsibilities include:

- Financial Oversight:** The treasurer should have a clear understanding of FLN's financial position and monitor its financial health regularly, keeping track of income, expenses, assets, and liabilities.
 - Budget Preparation:** Work with other key stakeholders to create an annual budget that aligns with FLN's strategic goals and priorities.
 - Financial Reporting:** Prepare and present regular financial reports to the board and other relevant parties. These reports include financial statements, cash flow analysis, and budget vs. actual comparisons.
 - Banking and Cash Management:** Oversee FLN's bank accounts, investments, and cash flow. Ensure that funds are managed prudently and transparently.
 - Internal Controls:** Establish and maintain internal financial controls to safeguard the FLN's assets and prevent fraud.
- Oversee the CEO and bookkeeper in ensuring:
- FLN's financial management, records and control/risk management procedures are adequate
 - The appropriateness of financial management policies and procedures
 - Maintenance of FLN's asset register.
- Audit and Tax Compliance:** Coordinate with auditor for annual audits.
 - Financial Planning:** Assist in developing financial strategies and plans to support the FLN's growth and sustainability.
 - Compliance:**
 - Oversee the financial affairs of FLN, ensuring they are legal, constitutional and within Australian accounting standards.
 - Oversee the CEO in ensuring FLN complies with all financial and tax regulations/filings and fulfils the financial requirements of funding bodies and other contractual obligations.
 - Bring to the Board's and management's attention any areas of financial risk
 - Board education:** Develop the Board's financial literacy.

How to apply

If you are interested in this role please apply and submit your curriculum vitae and a brief cover letter explaining your interest in the position. If you want to speak to someone about this role please email the Board Secretary at secretary@fln.org.au and a call back will be arranged.