

# EOI for Board Vacancy - Treasurer



## INTRODUCTION

First Steps Count (FSC) Child and Community Centre, located in Myall Avenue, Taree, is a new and innovative place-based community hub for children (aged 0-12 years) and their families, providing a safe, welcoming place to connect and access supports and programs closer to home.

The Centre brings together government and non-government service providers from across the region to form a truly multi-disciplinary team, delivering services under one roof. This is intended to improve access for those children and families who need it most and close the gap in education, health, safety and wellbeing outcomes of all children in our area.

Critical to our Service model is providing support for families, which allows them to engage with programs and services run by Community partners. Our staff walk alongside families to build their capacity and provide care and navigation that ensures families can access the right support, at the right time and give their children the best start in life.

The construction of the Centre is now complete. Funding for construction was provided by all levels of Government - Commonwealth, State and Local, by Vincent Fairfax Family Foundation and through local fundraising activities. On-going operating funding is currently being negotiated and it is expected the Centre operations will be self-sustaining within three years.

The FSC Board is made up of 10 volunteers drawn from the local community, with experience in business and community service delivery. All of whom are keen to make a difference for disadvantaged families. There are also several sub-committees including: Construction and Maintenance, Risk Management, Art and Culture and Fundraising.

The Centre is currently staffed by a Director, a Centre Leader and Volunteer Coordinator. A Service Navigator is also employed by Karitane supporting First Steps Count.

Check us out at our Website <https://www.firststepscount.org/> and our Facebook page

## VISION AND VALUES

### **Our Purpose:**

Fostering stronger communities to benefit children by working together with families and services in a beautiful environment.

### **Our Values:**

- Working Together
- Valuing Every Person
- Learning Everyday
- Being Courageous
- Being Adaptable

## LEGAL ENTITY

First Steps Count is an incorporated association, registered in New South Wales under the Associations Incorporation Act 2009. First Steps Count has ACNC registration and DGR1 status.

## KEY DIRECTOR RESPONSIBILITIES

The FSC Board of Directors is responsible for the governance of FSC and its strategic development and growth. Key functions are delegated to Board Committees, the Director, and senior management. The Board has final responsibility for the governance of the organisation. In doing so, it strives to achieve best practice principles.

The key roles of the Board of Directors include:

- Formulating and implementing goals and strategic direction.
- Determining policies relevant to the governance and performance management of the business.
- Ensuring compliance with legal requirements.
- Approving the budget.
- Ensuring the financial viability of the organisation.
- Appointing and managing the performance of the Director; and
- Establishing and determining the functions of Board committees

## ROLE OF THE TREASURER

The role of the Treasurer is to be responsible for the financial supervision and performance of the organisation. The Treasurer is required to regularly report on the organisation's financial status to the committee to inform decision-making, mitigate financial risk, ensure transparency for members and advise on fundraising.

The primary responsibilities for the role of Treasurer are:

- Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.
- Review the organisation's cash flow to ensure solvency and adherence to funding KPI's and ratio requirements.
- Review the financial report prepared for each committee meeting to support strategic planning and decision-making.
- Report on financial activities to the membership at the AGM.
- Be fully informed about the financial position of the organisation at all times.
- Acquit funds received from government grants and submit the necessary financial statements where requested.
- Review all necessary financial statements for inclusion in the annual report.

The FSC Bookkeeper is employed on a contract basis and is responsible for banking, paying the bills and tracking income and expenditure throughout the year. The FSC Treasurer will be required to liaise regularly with the FSC Bookkeeper to support the preparation of reports to ensure the Board has the information it requires to make effective financial decisions.

To balance the workload and get the breadth of skills required a Board may appoint committees such as a finance committee, or an audit committee to support the workload of the treasurer.

Financial management is a team responsibility. The treasurer, the chair, other members of the governing body and staff must work together to develop a budget and monitor and evaluate financial progress.

## EXAMPLES OF ACTIVITIES REQUIRED WITHIN EACH AREA OF REQUIRED FINANCIAL DUTIES.

### Financial administration & reporting

- Work closely with the FSC Bookkeeper
- Ensure that up-to-date records are kept as well as an audit trail for all transactions
- Protect the organisation against fraud and theft, ensuring safe custody of money
- Make sure the board understands its financial obligations
- Make sure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax
- The lodgement of returns
- Regular review all internal processes and reporting methods.
- The comparison of actual financial performance against predicted financial performance so the board understands the state of its finances to give the board the ability to make informed decisions about future income or expenditure.

**Review procedures:** The oversight of policies and procedures to protect the organisation and its people. These will include:

1. Controls on expenditure, such as who can authorise spending, upper limits before board approval is needed, and who can sign cheques.
2. Controls on income generation, including appropriate and inappropriate ways of raising money.
3. Systems for ensuring financial controls against fraud or other such illegal activities.

**Advising the board on financial strategy:** The preparation of reports for members, management and funders outlining the current financial situation, looking at possibilities for the future and drawing people's attention to tax implications, and potential risks or opportunities. Based on the treasurer's reports, the board may have to modify the budget to accommodate for budget shortfalls.

Financial accountability includes planning and budgeting. The budget will fall out of the strategic plan, so ideally a treasurer would work with the board to develop strategy and help set goals.

**Cashflow oversight:** The provision of cash reserves to protect the organisation against potential cash-flow problems.

**Advising on fundraising:** The treasurer may be required to help prepare funding proposals for one-off grants, grants for special projects and sponsorship.

## JOB HOLDER CAPABILITIES

### Desirable Qualifications and Experience

- Previous experience with financial control and budgeting
- Experience with fundraising
- Previous experience in a treasury or leadership role in a not-for-profit, volunteer-based organisation is preferable.

### Knowledge and Skills

- Financial background and awareness of accounting procedures.
- Good communication skills, including written and oral.
- Honesty and trustworthiness.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to allocate regular time periods (e.g. weekly or monthly) to undertake their responsibilities.
- Well-developed decision-making skills.
- Experience with planning and operations.

### Other

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

FSC needs your expertise and enthusiasm to join our Team. Together we can realise our Vision. If you have the capabilities to join this organisation to ensure it is achieving its purpose, we would love to hear from you!

We are moving into the next phase of our journey – transforming into a sustainable operational business model and the role of the Treasurer is important to our success.

## SELECTION

All applicants will be considered by the Appointment Team and those considered to fulfill the desired skills will be invited to interview.

## CONDITIONS

FSC Board Director positions are voluntary.

The Treasurer is required to attend and contribute to:

- A monthly meeting, either face-to-face or online (allow 2 hours)
- Preparation time prior to the meeting to ensure all Board papers are ready for presentation to the Board

- Regular scheduled time with the Director and/or Bookkeeper – as needed/negotiated
- Any extra-ordinary meetings that are required
- Fundraising events
- Annual General Meeting
- Ad hoc meetings as may be required

## EXPRESSIONS OF INTEREST

Expressions of Interest should include a short resume of no more than three pages and a letter of application outlining the skills and experience of the candidate.

Information should be sent by email to the FSC Secretary: [secretary@firststepscount.org](mailto:secretary@firststepscount.org)