



ROAD TO REFUGE IS LOOKING FOR A **TREASURER**

POSITION DETAILS	
Position Title:	Treasurer
Employment Status:	Volunteer
Commitment:	Available for up to 3 hours/week
Team:	Committee
Reports To:	President and Committee

WHO WE ARE

Road to Refuge is a volunteer-based organisation that seeks to engage the community in values-based conversations around the issues affecting refugees and people seeking asylum in Australia. Road to Refuge is focused on providing a platform for stories of lived experience. These stories are relayed through community education programs, public discussions, the creative arts, campaigns and our social media channels.

Our Mission: *With a focus on innovation, capacity building and inclusion, we provide platforms for refugee voices to shape mainstream discourse: on their terms and in their words.*

Our Vision: *A refugee community owned discourse, built on respect, that supports and values people seeking asylum and refugees.*

OUR VALUES

Empathy. Creativity. Solidarity. Tenacity.

HOW WE WORK

Road to Refuge is a collaborative and dynamic organisation. Our model of social change is centred around the diverse voices of those with lived experience seeking asylum or as a refugee. We are all listeners, collaborators and co-creators. As the social and political environment surrounding the refugee debate in Australia changes, so do we. New ideas and creative solutions are everyone's prerogative.

WHERE THE COMMITTEE FITS IN

The mission of Road To Refuge can only be realised with the support, guidance and governance of a Committee which is ultimately accountable to the organisation's Rules as a not-for-profit unincorporated association.

The Committee is comprised of the executive committee members and non-executive members. Executive committee positions are compulsory under law and are a President, Vice President, Treasurer and Secretary. Non-executive members are optional and currently there are three non-executive members on the committee and one open non-executive member position.



POSITION DESCRIPTION

The Committee Treasurer will play a vital role in managing and guiding Road to Refuge's day-to-day financial management as well as leading the organisation's financial planning and strategy. This role involves day-to-day transaction tasks as well as regular monthly, quarterly and yearly financial and management accounting tasks.

Day to day transaction tasks include:

- Processing and paying supplier invoices and reimbursements
- Generating and sending customer invoices
- Reconciling the bank account
- Keeping an accurate record of transactions.

Monthly, quarterly and yearly financial and management accounting tasks include:

- Generating annual financial statements (balance sheet, income statement, statements of cash flow)
- Creating and maintaining annual budgets for the organisation as a whole, and each individual program
- Quarterly re-forecast program budgets with program managers
- Generating monthly reports of programs' progress and organisation's financial results
- Assisting in tenders, grant applications and funding proposals, including providing financial advice and accurate cost models.

POSITION REQUIREMENTS

- Accounting qualification and/or experience
- Book-keeping knowledge
- Knowledge and understanding of relevant laws and regulations
- Ability to demonstrate an interest in the Road to Refuge cause and mission
- Ability to meet time, training and meeting commitments for a minimum of 12 months
- Experience in a volunteer-based team or organisation (preferred)

POSITION RESPONSIBILITIES

- Ensure that all expenses are genuine, have necessary approval and are allocated to the correct budgets
- Keep accurate and complete records
- Maintain financial and business records as required
- Review and update financial procedures and policies, ensuring that there are sufficient internal controls to protect the organisation against fraud and theft, and that all legal requirements are fulfilled
- Comply with all regulations, accounting standards and legal requirements
- Oversee the financial administration of the organisation and provide financial advice
- Advise the Committee on financial strategy and help set goals.

HOW TO APPLY

CV and one page cover letter to: info@roadtorefuge.com

