The GroundSwell Project is an independent Health Promotion charity that seeks to change the culture of how we talk about death and dying in Australia. We work in partnership across the health and aged care system to build communities that respond compassionately around end of life. 10/10 of us will face dying at some point in our lives. It’s time that we harness the real value of involving communities in the process of caring and dying and grief.

Is for our communities to help us live, die and grieve in line with our values

To build communities that respond compassionately at end of life

Read about the impact of our work in our 2018 Annual Report

The GroundSwell Treasurer is a voluntary position. As Treasurer, you will provide oversight of our financial management via working closely with the Board, CEO and Finance Manager

Governance

- Provide oversight of financial management policies and procedures.
- Review internal processes and reporting methods for financial management, minimum annually
- Ensure GroundSwell has appropriate policies and procedures to protect against fraud and theft
- Identify and bring to the attention of the Board any areas of financial risk

Financial Oversight

- Guide Board members to help them understand their financial obligations and the financial reports they receive
- Oversee GroundSwell’s compliance with legal obligations related to financial matters
- Exercise delegation of authority and expenditure as determined by the Board
Financial Reporting

- Ensure that financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Board decisions
- Provide oversight of annual budget development, advising the Board on financial strategy
- Oversee the provision of regular financial reports on year-to-date income and expenditure against budget with analysis of actual financial performance against predicted financial performance
- Ensure that an audit of the accounts is prepared each year and that the accounts of the organisation, showing the financial position at the end of the preceding financial year, are submitted to members at the Annual General Meeting

Cash Management

- Monitor fund balances, main sources of income, main areas of expenditure, amounts owed
- Ensure funds are available to cover cash flow requirements
- Ensure the financial requirements of funding bodies and other contractual obligations are met

General Governance

- Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
- Comply with the rules, policies, and standing orders of the organisation
- Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
- Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- Serve on Board committees as required
- Promote the organisation in the community as opportunities arise
- Participate enthusiastically in any fundraising approved by the Board
- Follow all Legal & Ethical guidelines
- Please note other duties and responsibilities as outlined in the Corporations Act 2001

Term: 3 years with review 6 months in and 6 months prior to end of term.
Maximum of 2 consecutive terms

The GroundSwell board meets 8 times a year.
You will meet with the Finance Manager and CEO prior to each board meeting.

We ask that you agree to attend:

- 80% board meetings as a minimum. We meet every 4 weeks in Sydney CBD, or via zoom for up to 2 hrs. Meetings are held 5pm - 7pm
- Mid-year board review (1 full day)
- 2 x GroundSwell events annually

Director expenses are reimbursed as appropriate.
SKILLS/ATTRIBUTES

- An alignment with GroundSwell's values and commitment to our vision and mission.
- The availability and commitment to liaise with Board and the Finance Manager
- Willingness to utilise networks to progress GroundSwell's mission
- A collaborative work style
- Strong finance experience with CPA or CA qualifications

Not essential but desirable are:

- Previous experience on a not-for-profit board
- Governance qualifications (AICD, Governance Institute)

CONTACT

Interested? We would love to hear from you!

To arrange an initial confidential conversation, please email your CV and a brief outline of why you are interested in being appointed as GroundSwell's Treasurer to the CEO, Jessie Williams at Jessie(at)thegroundswellproject.com. Closing Date for Expressions of Interest: 23rd December 2019