



AUSTRALIAN PARENTS FOR CLIMATE ACTION

POSITION DESCRIPTION - PRO-BONO TREASURER

Australian Parents for Climate Action (AP4CA) is Australia's leading organisation to engage, organise and empower parents, carers, families and everyone who cares about kids, to advocate for a safe climate for our children's future.

With over 14,000 supporters and 30 local groups, our supporters are from across the political spectrum, in every Australian electorate, and from diverse socio-economic backgrounds. We seek non-partisan responses from government and business to climate change and its impacts.

We're on a mission to engage and empower millions of parents across Australia to advocate for climate action in their communities, in the media and to politicians and businesses. Our vision is for our children to live safe, healthy, full lives because Australian governments and businesses have implemented the solutions required to ensure a safe climate.

As Treasurer of AP4CA, you will make a meaningful contribution to the climate movement and participate in an organisation of like-minded individuals who are committed to securing a safe future. Our [2020 Impact Summary](#) demonstrates our strong track record of achievements.

Australian Parents for Climate Action (AP4CA)

AP4CA is a charitable organisation registered with the ACNC, and public company limited by guarantee. AP4CA has a \$260k+ annual turnover, a small paid staff team, dozens of committed volunteers, a pro-bono Board and a pro-bono Advisory Group. AP4CA's income is largely from grants and philanthropic donations.

Treasurer

We seek a Treasurer to lead the financial oversight and financial management of AP4CA. The role is suitable for an accountant with senior manager, director, partner, Chief Financial Officer or Financial Controller experience. The Treasurer will be an Officer of the Board and Chair of the Finance Committee. There is potential for the Treasurer to also become a Director in the future, if both parties choose.

Position Details

Position title:	Treasurer
Employment type:	Pro-Bono Officer of the Board (with possibility of becoming a Director)
Scope:	Financial oversight, management and reporting
Reports to:	Chair of the Board
Location:	Anywhere in Australia, online, own device and own premises
Time commitment:	12-16 hours/month including attending monthly Board meetings on request
Closing date:	Applications will be considered on a rolling basis until the position is filled; ideally before 26 Nov 2021

Roles and Responsibilities

- **Finance Advice:** Understanding the rules for financial governance, reporting and management, and advising the Board.
- **Financial Accounts:**
Overseeing the monthly, quarterly and annual financial accounts including Profit & Loss, Balance Sheet and Cash Flow with the support of our bookkeeper.
Ensuring AP4CA's financial reporting is within regulatory frameworks.
- **Budget:** Working closely with the CEO on the annual budgeting process, presenting the budget to the Board for approval, ensuring AP4CA is working to the budget.
- **Finance Operations**
Providing advice to staff in the maintenance of finance records including tracking donations (Xero, Nation Builder).
Monitoring and liaising with our external book-keeper.
- **Meetings**
Meet quarterly with the CEO and Chair to review the quarterly financial reports.
Attend Board meetings on request. These are 12 times a year, usually the first Friday of the month, from 11 am to 1 pm AEST.
Presentation of the annual Financial Statements to the Board, then at the Annual General Meeting
- **Finance Committee:** Helping to establish, then chairing, the Finance Committee.
- **ASIC and ACNC Compliance and Reporting:**
Ensuring AP4CA financial records are in compliance with Corporations Act, ASIC requirements, ACNC requirements and the Constitution.
Working with the Board and Company Secretary to lodge annual ACNC reports (and ASIC if required).
- **Representing AP4CA:** May be requested to occasionally represent AP4CA at online and in-person public events, including in the media and at fundraising or supporter events.

Skills and experience

Essential

- Accounting qualifications
- At least 10 years experience (eg. as a senior manager, director, partner, Chief Financial Officer or Financial Controller) or 5 years experience + CA/CPA qualifications
- Capability and willingness to oversee AP4CA's financial management
- Experience or knowledge of corporate governance relevant to charities
- Strategic planning, critical thinking and influencing skills
- Willingness to uphold AP4CA vision, mission and values

Desirable

- Chartered Accountant or CPA or recent membership of either body
- Experience as a non-executive director or have completed relevant training

How To Apply

Please fill out the [AP4CA Treasurer Application Form](#). Applications will be considered on a rolling basis until the position is filled; ideally before 26 Nov 2021. Questions may be directed to Marie Carvolth, Chair, at marie@ap4ca.org.

Australian Parents for Climate Action values diversity, and we strongly encourage Aboriginal and Torres Strait Islander people, disabled people, LGBTIQ+ people, and people from culturally and linguistically diverse communities and regional and remote communities to apply for this role. We strongly encourage any interested person to apply. You don't need to be a parent, but please outline what motivates you to help protect children's futures from climate breakdown.