

**MANAGEMENT COMMITTEE/BOARD – TREASURER (VOLUNTARY) JOB  
DESCRIPTION**

Version No 02 – Dated 30<sup>th</sup> September 2022

- **A rewarding opportunity to make a difference**

## **ABOUT US**

The Ballarat Wildlife Rehabilitation & Conservation INC (BWRAC) rehabilitates wildlife that has experienced injury or trauma and advocates to influence and protect Australia's wildlife habitat biodiversity. We do this by providing specialised care, lobbying for policy and industry reform, undertaking research and educating the public. We are run by unpaid volunteers.

## **ABOUT THE ROLE**

- Do you have experience in at least one of: Governance | Risk management | Grant writing or Fundraising ?

We are seeking a Treasurer to join our Management Committee (Board of Management). Committee Members play an important role in our organisation by providing strategic leadership, governance and decision making to contribute to the achievement of BWRAC's mission, goals and objectives.

The Treasurer will be responsible for reviewing the monthly and annual financial statements including Profit and Loss, Balance Sheet and Cash Flow reports. Other responsibilities include reading reports, attending and actively participating in monthly Committee meetings and annual general meetings. The Treasurer will Chair the Fundraising and Grants Committee to ensure strong oversight of all financial activities.

Regular Management Committee meetings are held at 6:00pm for approximately 1.5 hours, and reports are provided the week prior. An Induction will be provided to ensure a successful introduction to the Management Committee.

### **People with the following attributes are encouraged to apply:**

- The Treasurer will require accountant qualifications
- Management, leadership or governance experience is desirable
- An interest or prior background in biodiversity or wildlife conservation
- Good interpersonal and communication skills.

This could be a great role for a new or mid-career accountant looking to add to their professional experience, including board experience. As a new non-profit in Ballarat, there is the opportunity to grow into the role and come on the journey with this important community organisation.

## REQUIREMENTS

A National Police Clearance certificate will be required, dated within the past twelve months. Alternatively a signed Volunteer National Police Certificate Consent Form and we will submit to obtain a police certificate.

**Applications & Enquiries:** If you would like to apply for the role or have any queries, please contact Jessica Robertson, President, on 0409 211 194 or by email to [president@bwrac.org.au](mailto:president@bwrac.org.au).

***Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) is an Equal Opportunity organisation. We recognise, value and support a diverse and inclusive workplace reflecting the differences in society. Applications are encouraged from suitably qualified people from all backgrounds who are also committed to these values.***