

Position Vacant – ANPC Treasurer

ANPC Treasurer Merryl Bradley's 4 year term will end at the next Annual General Meeting in November 2017.

The ANPC is calling for suitably experienced people interested in being nominated for this Executive position. This is a great opportunity to gain Executive Not-for-profit Committee experience. Location in or near Canberra is an advantage but not essential.

The role of Treasurer is broadly to manage and report on the ANPC financial affairs, attend and present financial reports to the ANPC's bi-monthly Management Committee meetings and Annual General Meetings, and to develop a budget for each financial year.

The Treasurer, as an officer of the Committee, also has full voting rights on the Management Committee.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- A sound familiarity is necessary with financial record keeping, including GST, PAYG, Superannuation, Payroll and Bank Reconciliation issues.
- Familiarity with, or a willingness to learn the basics of, XERO software.

ROLES AND RESPONSIBILITIES OF THE ANPC TREASURER

The Constitution

The ANPC Constitution defines the role of the Treasurer as follows:

18. Treasurer

- (1) The Treasurer of the Network-
 - (a) shall collect and receive all moneys due to the Network and make all payments authorised by the Network;
 - (b) shall keep correct accounts and books showing the financial affairs of the Network with full details of all receipts and expenditure connected with the activities of the Network; and
 - (c) shall ensure annual auditing of books and accounts.

The Practice

The ANPC employs an Office Administrator and Business Manager who are responsible for the day to day administration of the ANPC's financial transactions and other administrative matters. In 2016/17, maintenance of the financial transactions has moved from MYOB to the online accounting software application Xero which allows for online remote access to all the financial records.

MAJOR DUTIES

In summary the major duties exercised by the Treasurer are as follows:

- Provide financial control and oversight, on behalf of the Management Committee.
- Ensure that the Management Committee and ANPC staff and contractors have the necessary guidance, written procedures and support to enable them to discharge their financial responsibilities.
- Manage GST, PAYG, Superannuation, Payroll and Bank Reconciliation issues.
- Participate in the development of funding proposals and the preparation of financial reports against grants received.
- Ensure completed financial records are given to the auditor for the preparation of the annual financial statements.
- Prepare financial reports for Management Committee meetings and Annual General Meetings.
- Advise staff and the Management Committee in relation to the understanding and management of the ANPC's finances and relevant trends, including the development of a budget for each financial year.
- Contribute, with staff and Management Committee members, to the development and maintenance of sound probity practices.

If you are interested in the role and would like more information please contact Merryl Bradley on 02 62916554

Please email your Nomination Form and CV to ANPC Business Manager, Jo Lynch, at business@anpc.asn.au or by fax to 02 62509599 or by post to:

Australian Network for Plant Conservation Inc.
GPO Box 1777
Canberra ACT 2601

Expressions of Interest close Friday 25 August 2017.