

## Treasurer - Volunteer Position

### The Organisation: The Australian Centre for Disability Law (ACDL)

The Australian Centre for Disability Law (ACDL) is a specialist legal centre based in Sydney which operates a disability discrimination law practice across NSW, and a disability and human rights law practice across Australia. It was established as the NSW Disability Discrimination Legal Centre in 1994 to assist persons with disability and their associates to learn about and pursue their rights under the Disability Discrimination Act 1992 (Cth).

Our vision is of a society in which persons with disability live with dignity, and in which their human rights and fundamental freedoms are recognised, respected, protected and fulfilled.

ACDL works with persons with a wide range of impairments and disabling conditions. This includes persons with physical, intellectual, and sensory impairments, as well as persons with neurological, psychosocial and some long-term health conditions. ACDL's clients are from socially and financially disadvantaged backgrounds and rely upon ACDL for legal assistance. Legal assistance is provided free of charge.

ACDL operates on the basis of grants provided by the Commonwealth and New South Wales Governments and by the NSW Public Purpose Fund. From time to time, ACDL also benefits from project grants from a number of other government and non-government donors.

ACDL has a small paid staff with a large component of work being carried out by para-legal and solicitor volunteers and under pro-bono partnerships with legal firms and legal practitioners.

ACDL is an independent, non-profit, and apolitical organisation that is incorporated under the Associations Incorporation Act 2009 (NSW). It is a public benevolent institution for the purposes of Australian taxation law and is therefore capable of receiving tax deductible donations.

**An exciting opportunity exists be part of the Australian Centre for Disability Law.**

ACDL operates under the governance of a volunteer Management Committee. Committee members have a wide range of experience and expertise. A majority of Management Committee members have direct personal experience of disability.

**We are seeking a Board Member with skills and qualifications in financial management and accounting to undertake the role of Treasurer.**

In accepting their positions, Management Committee members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work

- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The Management Committee will be accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations. The key responsibilities of the Management Committee are to set the direction for the organisation, to monitor its performance and to maintain control of the organisation, ensuring that it stays on track according to agreed priorities and planned activities.

Management Committee members may be requested to formally represent the organisation in sitting on external committees, participating in consultation processes or attending delegations to politicians or government officers.

**Ideal candidates will have:**

- **Qualifications and experience in Accounting/Financial Management**
- **An understanding of and/or interest in the disability sector**
- **A strong commitment to social justice**
- **A strong commitment to collaborative decision making**
- **Effective communication skills**
- **Experience in corporate governance in the context of a not for profit organisation**

**In addition we are looking for a candidate with skills and experience in, one or more of the following areas:**

- **Risk and compliance**
- **Fundraising**
- **Human resources**
- **Organisational development**
- **Community engagement**
- **Information technology**

## **RESPONSIBILITIES**

### **Management Committee Member (generally)**

- Attend meetings as required. If a Committee member fails to attend six (6) months' consecutive meetings without the permission of the Committee, their membership of the Committee will lapse.
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Declare any personal interest that might conflict with the interests of the organisation

or your duty as a Management Committee member.

- Act in accordance with the Code of Ethics & Conduct.
- Keep informed about the organisation's business.
- Be a member of and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the Association as required.
- Exercise delegation of authority and expenditure as determined by the Management Committee.
- Ensuring the organisation complies with the objects, purposes and values of the organisation and with its constitution.
- Identifying the strategic priorities for the organisation and approving an organisational plan for 3 years (and corresponds with the triennial funding agreement period).
- Approving an annual budget, monitoring financial performance to ensure the solvency and financial health of the organisation.
- Identifying the roles and functions of any sub-committees, office bearers or other Management Committee members, the senior staff person, other staff and personnel.
- Recruiting, supervising and evaluating the performance of the senior staff person.
- Ensuring delegations of authority are clearly defined and documented.
- Approving, monitoring and reviewing a control framework of organisational policies and procedures, systems of financial control and reporting, compliance and incident reporting and performance reporting.
- Ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
- Ensuring the organisation meets all its contractual and statutory obligations
- Managing risk by assessing risks and overseeing a risk management plan or strategy.
- Succession planning for the Management Committee and senior staff and determining remuneration for senior staff.
- Reviewing and managing the Management Committee's own effectiveness in performing its role.
- Identifying and managing conflicts that may arise within the organisation or between the organisation and other agencies.
- Ensuring that organisation assesses its social, ethical and environmental impact.

### **Treasurer – specific duties**

- Ensure the Management Committee understands its financial obligations.
- Ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax.

- Oversee the development and implementation of financial management policies and procedures.
- Ensure the organisation has appropriate procedures to protect against fraud and theft.
- Review all internal processes and reporting methods relating to financial management at least annually.
- Ensure financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Management Committee decisions.
- Oversee the development of an annual budget.
- Provide regular financial reports on year to date expenditure against the budget including analysis comparing actual financial performance against predicted financial performance.
- Ensure that Management Committee members understand the financial reports.
- Manage investments and monitor fund balances, main sources of income, main areas of expenditure, amounts owed.
- Ensure funds are available to cover cash flow.
- Ensure the financial requirements of funding bodies and other contractual obligations are met.
- Oversee the preparation and lodgement of returns with authorities such as Fair Trading NSW, Australian Securities and Investments Commission (ASIC), Australian Charities and Not-for-profits Commission (ACNC), and the Australian Taxation Office (ATO).
- Ensure an audit of the books is prepared each year and that the accounts of the Association, showing the financial position at the end of the preceding financial year, are submitted to members at the Annual General Meeting.
- Identify and bring to the attention of the Committee any areas of financial risk to the centre.
- Exercise delegation of authority and expenditure as determined by the Management Committee.

## **COMMITMENT REQUIRED**

The Board currently meets in Surry Hills every second month, alternating between Wednesday evening and Saturday morning. The Treasurer should anticipate a minimum time commitment of up to 5 hours per month, which includes preparation for and attendance at Board meetings, and providing financial advice for the Managing Principal Solicitor and the outsourced bookkeeping service.

Management Committee members are expected to demonstrate their commitment to the organisation by attending all meetings.

Our volunteer Management Committee plays a crucial governance role in the organisation and Committee Members are appointed for a minimum of one year.

Please note that financial membership of the organisation is a prerequisite to joining the Board.

### **How to apply for this job**

Applicants are asked to apply in writing with a cover letter outlining the relevant skills and experience they will bring to the role and addressing the selection criteria. Please attach a copy of your resume and send both cover letter and resume via email to Ms Rosemary Kayess at [recruitment@disabilitylaw.org.au](mailto:recruitment@disabilitylaw.org.au) using the subject line: **Treasurer application**

Successful applicants for positions at the Australian Centre of Disability Law are subject to Criminal Records Checks.

Please direct any questions to the Chair of the Management Committee Rosemary Kayess or the Centre Managing Principal Solicitor Mark Patrick on 9370 3142 or [recruitment@disabilitylaw.org.au](mailto:recruitment@disabilitylaw.org.au).

ACDL welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people who are LGBTIQ and people with disability.