

# Position Description

## Treasurer (Board Director)



Expression of Interest close at 5pm AEST 2 May 2025.  
Enquiries to Moorambilla Voices Executive Director  
Jacob Williams: [ed@moorambilla.com](mailto:ed@moorambilla.com)

We're searching for a passionate and dynamic professional to join the Moorambilla Voices Board of Directors as Treasurer. Moorambilla Voices, as a not-for-profit organisation, relies on its Board to be actively engaged and to support the team across operational, financial, and stakeholder management. The Treasurer holds a key leadership role in shaping the long-term viability of the organisation, working collaboratively with fellow Board members and the management team to guide and administer the business.

The Treasurer is responsible for overseeing the financial health and sustainability of Moorambilla Voices, developing and reviewing financial policies and procedures, advising the Board on financial strategy and risk, and overseeing the annual audit and preparation of the annual budget.

We welcome the opportunity to work remotely with professionals, and community and cultural leaders who are passionate about supporting life-changing arts and cultural experiences to children and youth.

POSITION: Treasurer (Board Director)  
CLASSIFICATION: Volunteer  
ACCOUNTABILITY: Board Chair

### ABOUT THE COMPANY

Moorambilla Voices Ltd. is an extraordinary, award winning multi-arts development program engaging talented rural and remote children and youth from the Northwest region of NSW. Over the last 20 years, the program has grown significantly in its capacity and reach and now delivers workshops and arts activities to over 3500 participants annually. The organisation has a long history of innovation and excellence that inspires audiences to imagine the world from new perspectives - and see that life is full of possibilities.

For two decades, Moorambilla Voices has been supporting children and youth to experience the joy of the creative arts through its annual program. Participants, aged 8-18, from over 137 schools and 22 LGAs attend free in-school workshops, and from this cohort approximately 300 participants are selected to attend residency camps. The camps provide the opportunity for the children and youth to co-create new Australian works with arts professionals inspired by the land, waters, stories, and cultural heritage of the Indigenous communities of regional NSW. These works are performed as part of the annual Moorambilla Voices Gala concerts. The districts within which the Company works is designated rural or remote and has a high percentage of disadvantaged youth and children due to isolation, lack of facilities and educational opportunities.

Through multi-disciplinary arts programs and performances, the Company draws on the cultural legacy and spirit of the country with recognised leaders in our field to spark national conversations on inclusion and respect. Moorambilla's program aims to include over 30% of participants that identify as Indigenous over the four ensembles.

Our impact is far-reaching and profound, inspiring and empowering regional youth to dream big. The Company is built on the core values of:

INTEGRITY	Transparency underpins all that we do.
RESPECT	Our work is culturally safe, free of appropriation, honours First Nations people's stories and voices, and respects cultural knowledge and boundaries.
ACCESS	All young people are given the opportunity to thrive.
PERSISTENCE	The work is challenging, but the rewards are vast. Our commitment to regional New South Wales is enduring and unwavering.
CONNECTION	We are all nourished when we connect, listen, share and collaborate.
BELIEF	We never doubt the boundless potential of young people and the power of genuine cultural exchange

### **TO SUBMIT AN EXPRESSION OF INTEREST**

Expression of Interest (EOI) close COB 2 May 2025.

Enquiries to Moorambilla Voices Executive Director, Jacob Williams: [ed@moorambilla.com](mailto:ed@moorambilla.com)

EOIs must be submitted as one PDF document, emailed to Moorambilla Voices Executive Director, Jacob Williams: [ed@moorambilla.com](mailto:ed@moorambilla.com), and include:

- A one page cover letter including your motivations for submitting an EOI for the role.
- A 1-2 page response addressing the qualifications and experience.
- A 3 page (max.) CV that includes professional experience, qualifications, and contact details for two current referees.

We are an Equal Opportunity Employer. Moorambilla is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) people. Please let us know if you would prefer to apply in a different format or if there is any barrier for you in the job application process, as stated.

<b>Position Title</b>	Treasurer (Board Director)
<b>Reporting Line</b>	Chair of the Board
<b>Time Commitment</b>	<p>Board meetings are held six (6) times a year for approx. two hours (usually held on a weeknight, 6-8pm). The annual AGM (held between March and June each year).</p> <p>Monthly financial reports, accounts reconciliation and other financial administration support for the Executive Director (ED) or external bookkeeper will also be necessary (on an ad hoc basis). Approx. 4- 8 hours per month.</p> <p>One in-person Board retreat is held each year, generally in western NSW, and will include strategic planning and/or cultural competency training. Attendance at our annual Gala Concert in western NSW, and at fundraising events throughout the year is preferred.</p>
<b>Classification</b>	Volunteer role
<b>Location</b>	Home-based, NSW (preferably). Occasional travel to Sydney office may be required to meet with Executive Director (approx. 1-2 times per year).

<b>Primary Objective</b>	<p>Moorambilla Voices, as a Not-for-Profit organisation, relies on its Board to be directly engaged and support the team with operational, financial and stakeholder management. As a member of the Board of Directors, the Treasurer is expected to assist with building and strengthening the long-term viability of Moorambilla Voices by working with the other Board members and management team to lead and administer the business.</p> <p>The main duties of the Treasurer are to oversee the financial health and sustainability of the organisation, develop, implement and review financial policies and procedures, advise the Board on financial strategy and risks, prepare an annual budget with the management team and support the Executive Director in compiling/reporting finances for applications and acquittals. Oversight of the annual financial audit will also be required.</p>
<b>Key Responsibilities</b>	<p><b>Financial Administration</b></p> <p>The Treasurer will support the ED and Artistic Director (AD) with effective management of the organisation’s resources by participating in all financial management duties, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Attending and participating in Board meetings</li> <li>• Providing financial oversight through regular review of bookkeeping, assets and accounting practices to ensure good financial record-keeping, including reviewing quarterly BAS statements prepared by the bookkeepers</li> <li>• Assisting the ED with preparing and managing the annual budget, financial modelling for new projects and grant applications, and forecasting expenditure as accurately as possible</li> <li>• Collaborating with the ED to ensure financial reports are issued in a timely manner for Board Meetings and the AGM</li> <li>• Overseeing the ED in tracking and monitoring financial performance and reporting at Board Meetings on the financial situation including: <ul style="list-style-type: none"> <li>○ Expenditure reconciliation</li> <li>○ Cash flow, profit and loss and balance sheet</li> <li>○ Production and presentation of annual financial reports</li> </ul> </li> <li>• Identifying and raising financial issues or risks with the Board, as needed, to agree on mitigation and resolution measures</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the Board and management team in identifying and developing financial strategies for growth, diversification of revenue streams, and sustainability</li> <li>• Working with the ED and appointed auditors to undertake the annual financial audit in a timely manner and oversee the implementation of audit recommendations</li> <li>• Assisting, when required, with training of administration team on financial practices</li> <li>• Assisting with external reviews, audits, recommendations and, where applicable, taking ownership of necessary improvements to business systems and reporting processes where they impact performance and outcomes</li> </ul>
<p><b>Other Responsibilities (General Board Duties)</b></p>	<p>The Treasurer will be an active member of the Board and support the AD and ED with developing and implementing the company’s program, including but not limited to:</p> <p><b>Strategy and Business Development</b></p> <ul style="list-style-type: none"> <li>• Implementing the strategic direction for the organisation</li> <li>• Supporting Moorambilla’s mission, vision, purpose and goals</li> <li>• Overseeing the organisation’s performance against its KPIs</li> <li>• Identifying and advising on sector trends, risks and opportunities</li> <li>• Advising and supporting the AD, ED and other administration staff</li> <li>• Contributing to the preparation of Board papers, Business Cases and presentations</li> <li>• Participating in relevant sub-committees and working groups</li> <li>• Championing community participation and engagement in all Moorambilla’s activities</li> </ul> <p><b>Risk, Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Acting in accordance with Moorambilla Voices Constitution and applicable legislation (including the <i>Australian Charities and Not-for-profits Commission Act 2012</i> and the Corporations Act)</li> <li>• Ensuring all legal, tax and regulatory obligations are complied with as outlined by the Australian Taxation Office (ATO) and ACNC</li> <li>• Acting in accordance with, and contributing to overseeing compliance with, all policies and processes - and immediately reporting critical incidents or other major risks to the Board</li> <li>• Contributing to the development and review of relevant policies and procedures, especially related to delegated authority, risk management financial management and compliance</li> <li>• Providing advice relating to sustainability, risk and opportunities.</li> </ul> <p><b>Relationships, Fundraising and Income Generation</b></p> <ul style="list-style-type: none"> <li>• Identifying, developing and maintaining strong connections with grant representatives and key donors to support the ongoing viability of Moorambilla</li> <li>• Assisting with income generation, such as writing bids, grants and fundraising campaigns, to help Moorambilla increase revenue and investment for the program</li> <li>• Contributing to building the brand and reputation of the organisation, including by representing Moorambilla at sector, fundraising and community events, and where appropriate acting as a spokesperson at public forums</li> <li>• Assisting with the delivery of timely reports and acquittals to relevant funders, with input from the ED.</li> </ul>

<p><b>Skills and Attributes</b></p>	<p>As a member of the Board of Directors, the Treasurer will demonstrate integrity by modelling Moorambilla values as well as displaying behaviours, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Willingness to learn about the unique cultural space Moorambilla operates in (being both within arts ecology and working with Indigenous communities) as we work towards cultural competence and can collectively walk within the spirit of YINDYAMARRA</li> <li>• Sound understanding of laws and regulations governing not-for-profit companies</li> <li>• Willingness to learn about the challenges experienced by, and effective operating/engagement frameworks when working with, regional/remote NSW communities</li> <li>• Reliable and trustworthy nature when dealing with confidential issues</li> <li>• Ability to work effectively with a small and motivated team</li> <li>• Ability to support and guide Board and staff members to improve team performance</li> <li>• Ability to work as part of a remote team as well as work autonomously</li> <li>• Willingness to learn existing systems and identify process efficiencies.</li> <li>• Willingness to occasionally work out of hours work and undertake travel, if required.</li> <li>• Understanding of the importance of safety, especially child safety, and embracing a reporting culture where all issues are immediately reported and addressed</li> <li>• Strong attention to detail</li> </ul> <p><b>Specific to the Treasurer</b></p> <ul style="list-style-type: none"> <li>• Ability to understand program activities and how they impact the financial outcomes</li> <li>• Advanced understanding of accounting standards and financial compliance requirements including relevant tax laws, government regulations, financial controls, policies and procedures, managing financial audits, ideally specific to not-for-profit Charities</li> <li>• Excellent financial management knowledge and expertise including budgeting, forecasting, modelling, reporting, and preparing and analysing financial statements</li> </ul>
<p><b>Qualifications and Experience</b></p>	<p>Prior experience of accounting, bookkeeping and budget management are essential. CPA qualifications are desired, but not a prerequisite. Prior experience as a Non-Executive Director or reporting to Boards is also preferred, but not essential. A National Police Check is required for all staff.</p>