



LEAD BOARD OPPORTUNITY

- Are you looking for an opportunity to 'give back' to the Community sector?
- Are you interested in supporting family and community support workers through Professional Development and Sector Capacity Building?
- Do you have relevant Finance/Accounting experience in the NFP Sector?

LEAD Professional Development Association (LEAD PDA) is a small not-for-profit incorporated association based in Seven Hills, NSW. Previously known as *Family Worker Training & Development*, we are proud of our thirty-six year history of facilitating high-quality learning opportunities and capacity building services to the community sector.

We are currently seeking a new Board Member who has previous experience in Accounting/Finance, and preferably in the Community Services sector, that could contribute to our organisation. Specifically, this Board Member will fill the role of Treasurer of the LEAD Board.

The role:

The Treasurer is responsible for the strategic, legal, compliant and financial management of LEAD PDA. The Treasurer guides the Board and President in terms of financial strategy to support growth, reporting and legal obligations, mitigation of risk and ensuring we remain a financially viable organisation.

Essential:

- Demonstrated Finance/Accounting skills

Desirable:

- Previous experience as a Director
- Previous experience/knowledge with a not for profit in the Community Services Sector
- Knowledge of funded programs and/or training or professional development organisations.

Competencies / skills required:

- Excellent organisation and communication skills
- Ability to work productively with other Board members

Time availability:

- Minimum 1 year
- Approximately 3 hours every second month: attendance at Board meetings, Annual General Meeting and potentially one Planning Session.

Meetings are generally every second month on the last Wednesday of that month, from 8.00am to 10.00am, and alternate between online(via zoom) and face to face meetings.

How to apply:

Please attach your current resume with a brief statement addressing the following questions:

- Why are you applying for this role?
- Are you currently or have you ever been a member of any boards or committees?
- What skills do you think you can bring to LEAD Professional Development?

All queries and completed applications should be forwarded to:

Kerry Thomas

President LEAD Board of Directors.

Additional Information:

Annual Budget: \$1,116,075

Number of Paid Staff: 9

Number of Volunteers: 0

Community Segment: Professional Development

Current Board Size: 4-7

Board Meetings (frequency): Every second month

Board Meetings Held: Morning: 8.00am to 10.00am

State where Board Meetings Held: NSW/Zoom

Local Government Area: City of Blacktown

Role: Treasurer

Area of Expertise Being Sought: Finance/Accounting in the NFP Sector

Targeting: Open application

Payment: Nil - honorary role

Treasurer's Responsibilities:

The Treasurer is responsible for the strategic, legal, compliant and financial management of LEAD PDA. The Treasurer guides the Board and President in terms of financial strategy to support growth, reporting and legal obligations, mitigation of risk procedures and ensuring we remain a financially viable organisation.

The Treasurer's areas of responsibility include

1) Finance

- Developing and accountable for a yearly financial strategy and revenue growth of the foundation
- Financial oversight including the development of budgets, auditing, accounts, payment transfers and financial statements
- Modelling best practice and ensuring legal, Constitutional and within Australian accounting standards
- Ensuring LEAD's compliance with all applicable tax and potentially our DGR charity status arrangements
- Maintaining accurate books and documentation
- Assisting the Chief Executive Officer in the areas of financial strategy and revenue growth, financial reporting and ensuring all legal and regulatory compliance
- Carrying out other financial duties as assigned by the Board President
- Ensuring LEAD's financial records are adequate, protected and accessible. Modelling best practice in privacy, intellectual property and cyber/digital security
- Providing financial guidance and recommendations to the Board and President
- Risk mitigate any current and potential financial risks, and put risk management strategies and principles into action
- If requested, supporting/advising the Chief Executive Officer with the development of large funding proposals/and or contractual agreements for grants and sponsorship
- Ensuring LEAD's financial control procedures are adequate and that appropriate safeguards against fraud are in place.

2.) Governance

- Supporting the Board in maintaining financial literacy necessary to conduct the business of LEAD
- Making recommendations to the Board and President on matters of finance
 - Supporting LEAD to be compliant with the Associations Act and other government legislation, ACNC, and potentially: State Fundraising Licence, DGR Charity Status and ASIC's requirements
- Assuring that appropriate financial policies and procedures are developed
- In partnership with the Board, the development of, and the regular review of the Business Plan
- Reporting to the Board at each meeting on the financial situation of LEAD.
- Auditing and reporting at the Annual General Meeting on the financial situation of the foundation
- A member of the Governance Sub-Committee.

3) Requirements The requirements for the role include:

- Accounting and/or financial literacy – demonstrable financial literacy, including understanding of financial reports and accounting practices
 - Strategic expertise – the ability to design strategy through analysing and formulating data and trend forecasting, providing leadership, strategic direction and financial vision to LEAD
- Administration – an attention to detail, adherence to deadlines and sound record/reporting skills
 - Potentially: Overseeing fundraising legal obligations and legislative requirements, including record-keeping and accounts meet the conditions of philanthropists, funders, government and private grants, corporate partners, sponsors and donors