



WOMEN IN AID & DEVELOPMENT BOARD – TREASURER POSITION DESCRIPTION

Background

Women in Aid & Development (WiAD) is a membership organisation for women who work in, or aspire to work in, the international aid, development and humanitarian sectors. Our mission is to share the skills, knowledge and experience of women in these sectors to incite, inspire & support all women to pursue and succeed in leadership roles.

We do this by providing a facilitated space for women committed to self-improvement to exchange knowledge, insights and experiences at regular networking meetings in Canberra, Sydney and Melbourne.

We share information on careers and leadership, connect mentors with mentees and aim to help women embrace challenges and opportunities in their life. We assist women to overcome structural, cultural and societal barriers they face in striving to achieve leadership roles and gender parity in leadership of the sector.

Treasurer Responsibilities

It is the responsibility of the Treasurer to provide expert leadership to WIAD on financial planning, reporting & management.

Specifically, it is the responsibility of the Treasurer to:

- Lead development and implementation of good practice financial systems, policies, processes, procedures and financial controls;
- Ensure that WIAD conducts all financial transactions and reporting in accordance with agreed policies and procedures, accounting standards and regulatory requirements;
- Oversee the administration of the online accounting system including month end processes and reporting;
- Manage treasury requirements including administration of bank and payment accounts, paying suppliers and bank transfers.
- Provide accurate reports on the financial status of WIAD to the Board at each meeting and as required;
- Assist Board members to understand their financial obligations and to understand key information regarding the WIAD financial position and to support the Board in making informed decisions;
- Provide strategic guidance to WIAD on its financial management practices;
- Take reasonable steps to prevent fraud or funds otherwise being misused;
- Assist the Board in developing the organisation's financial strategy to reflect and achieve the objectives of WIAD (multi-year) strategic plan;
- With Board input prepare the annual organisational budgets, monitor budget tracking and inform the Board of any significant changes;
- Prepare the Annual Financial Report for the Annual General Meeting each year; and
- In future there may be requirement to arrange the annual independent audit of financial records.

**Qualifications & Experience:**

- Experience and/or interest in the Aid, Development & Humanitarian sector
- Bachelor's or master's degree in finance, accounting or relevant field.
- Demonstrated experience as treasurer or in a relevant financial management position.
- Detailed knowledge of accounting standards and financial management practices relevant to small organisations.
- Effective Communication skills
- Experience working on committees or boards

Director Commitments

- Commitment to the Vision, Values and Mission of Women in Aid & Development
- Serve as an advocate and ambassador for WiAD promoting membership and partnership
- To build personal governance skills through professional development.

Term

The appointment is for a period of 3 years with the opportunity for directors to nominate and stand for election for two further terms. Directors are elected by the members at the annual general meeting.

Time Commitment

Board meetings are held by videoconference for two hours at least 4 times a year.

Directors are sent board papers one-week prior to meetings and are expected to dedicate up to one hour reading and preparing.

Directors are expected to attend events as available and support Leadership group in suggesting speakers & topics for events up to 2 hours a month.

Treasurer-specific tasks: financial management and reporting, bank account management: approx. 8 hours per month.

Undertaking professional reading, director development courses etc. as available for up to two hours a month.

Remuneration & Expenses

Directors are not remunerated, and director development costs and travel expenses are not paid.