



## NO ROADS EXPEDITIONS FOUNDATION (AUSTRALIA) LIMITED

### BOARD TREASURER

### POSITION DESCRIPTION

No Roads Expeditions Foundation (Australia) Limited (NREF) seeks to appoint a Treasurer to the Board. With the foundation positioned for strategic growth over the next five years, we are looking for an inspiring Treasurer who has experience, expertise and a skill set in taking a charity from basic financial and compliance fundamentals to the next stage of the foundation's journey.

#### Location

Head Office is in Victoria, Australia.

#### About the NREF

NREF is a national not-for-profit limited liability company governed and managed by a Board of Directors under its Constitution. NREF has been operating since 2014 and has experienced significant growth since its inception, resulting in the appointment of a Chief Executive Officer in July 2020 to delegate management powers to facilitate the ongoing growth.

We approach our work by improving the lives of disadvantaged people in Papua New Guinea, Myanmar and Indonesia, through building community capacity. Helping individuals and communities to become self-sufficient is a fundamental of our service delivery. Assistance is of no long-term value, unless it can empower communities to become independently sustainable.

We specialise in remote and rural areas, where other organisations cannot and/or do not wish to service, due to the remoteness of the area. Our expertise in trekking and working in difficult terrain, has allowed us to service over 270 kilometres of isolated area and support over 34,500 people in health, education and infrastructure projects. The combined expertise of the Board notes over 64 years of trekking experience and the completion of approximately 155 expeditions.

#### NREF's Vision

That every remote disadvantaged community is self-reliant in health, education and infrastructure.

#### NREF's Mission

To collaboratively undertake projects in remote areas that improve the lives of disadvantaged people by building community capacity.

#### NREF's Values

All NREF employees and volunteers contribute to a positive work environment that reflects our core values of

- 1.) Collaboration - we all work together towards common goals
- 2.) Relationships - all relationships are trustworthy, engaging and enduring
- 3.) Safety and Welfare - for our colleagues, partners and communities that we serve
- 4.) Respect - we display care, concern and consideration to each other
- 5.) Trust - that each party will work diligently towards the mission
- 6.) Integrity - unconditional honesty and fairness will form the basis of all business dealings
- 7.) Open Communication, Transparency and Accountability – in all communications.

#### Treasurer's Responsibilities

The Treasurer is responsible for the strategic, legal, compliant and financial management of the NREF. The Treasurer guides the Board and Chief Executive Officer in terms of financial strategy to support growth, reporting and legal obligations, mitigation of risk and developing policies and procedures. 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, and where applicable, appropriate to the other countries we service
- Able and willing to leverage business and personal networks to promote and grow NREF
- Ensuring the foundation's compliance with all applicable tax and DGR charity status arrangements
- Maintaining accurate books and documentation for the foundation

- Working with 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 Chairperson
- Ensuring the foundation's financial records are adequate, protected and accessible. Modelling best practice in privacy, intellectual property and cyber/digital security
- Overseeing and approving all of the foundation's banking, and international money transfers
- Maintaining the foundation's asset register
- Providing financial guidance and recommendations to the Board, Chief Executive Officer and Finance Sub-Committee on financial decisions
- Chairing and giving leadership to the Finance Sub-Committee
- 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
- Risk mitigate current and potential financial risks, and put risk management strategies and principles into action
- Advising, networking and developing revenue opportunities
- If requested, supporting/advising the Chief Executive Officer with the development of large funding proposals/and or contractual agreements for grants and sponsorship
- Ensuring the foundation'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 the foundation
- Making recommendations to the Board and Chief Executive Officer on matters of finance
- Supporting the foundation to be compliant with the Corporations Act and other government legislation, ACNC, 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 the foundation
- Auditing and reporting at the Annual General Meeting on the financial situation of the foundation
- A member of the Governance Sub-Committee.

## Requirements

The requirements for the role includes

- 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 the foundation
- Administration – an attention to detail, adherence to deadlines and sound record/reporting skills
- Preferred knowledge of Xero software
- Successful completion of a National Police Check and Working With Children Check
- If keen to do so, the opportunity to participate in at least one mission per year and experience our work on the ground in the countries we serve.