



Board Treasurer Position Description

Position Title: Board Treasurer

Reporting to: Direct: Board & CEO
Indirect: ACNC
Donors

Term: 2 years

Hours: 5 hours a month

About Shine Cambodia

Shine provides the community of Otres, Cambodia with the resources and support needed to break free from the poverty cycle. Programs include supplementary education, health and well-being, family support and social care. Shine provides volunteer opportunities and experience to young people in Melbourne. Through Shine, young people can acquire and hone the skills to work with a not-for-profit charity, whilst experiencing the joy of altruism.

Our Mission

To create change through education and community support.
To empower Cambodian people to end the poverty cycle they are in.
For young people to become leaders in social change.

Our Vision

Cambodian people living free from extreme poverty.
Cambodian people having equal opportunities.
Cambodian people being independent and self-sufficient.
A world where young people are connected and invested in global change.

Our Values

Education: is a human right and should be accessible to everyone, no matter where you are born. It is unparalleled in its role in breaking the poverty cycle. Shine believes in providing opportunities for life-long learning for all the children in Otres.

Wellbeing: a healthy body and mind is very important for growth, learning and for a child to reach their full potential.

Community: we are committed to listening to and empowering communities. Shine values the voices of everyone in their community.

Sustainability and Independence: The model we are developing enables communities to be self-sustaining and have agency over their own lives.



Board Treasurer Position Description

Position Summary

The treasurer is charged with overseeing the management and reporting of Shine Cambodia's finances. The treasurer is focused on assisting the CEO and team with financial reporting and reviewing and developing financial policies and procedures.

If needed, the treasurer will assist the accountant and CEO in making deposits, managing and safeguarding funds and maintaining financial integrity. When required, the treasurer will oversee outside bookkeepers, tax preparers, fundraisers and investment advisors.

The treasurer shepherds the development of Shine's financial policies, such as those for investing, borrowing and cash reserves, presents regular treasurer's reports to the board and ensures the board understands its financial obligations.

Responsibilities

The treasurer's degree of involvement will vary with Shine. He or she might take on the following duties personally or just provide the necessary oversight to confirm that staff is handling them appropriately.

Budget. The treasurer should present the annual budget for board approval, being realistic about both revenues and expenses. He or she also should review current reports frequently for variances between actual and budgeted figures and determine the reasons for those discrepancies together with:

- Protecting Shine against fraud and theft, ensuring measures are in place for safe custody of money and prompt banking.

Financial reports. The board relies on the treasurer to provide timely and accurate financial information to support its decision-making. In addition to financial statements, the treasurer will supply information on financial ratios and trends that describe Shine's current and projected financial status.

Legal and Compliance. Complying with relevant laws and tax regulations is a top priority. Among other things, the treasurer should work with the accountant and keep a calendar of reporting and filing deadlines to avoid late fees, penalties and the reputational damage they can bring. More specifically, the treasurer will:

- Understand Shine's legal obligations and remain accountable to government agencies, donors and other stakeholders.
- Ensure Shine complies with tax regulations, such as GST, payroll tax and fringe benefits tax.
- Ensure that Shine acts in accordance with its stated mission and for the purpose for which it receives a tax exemption.
- Develop a broad understanding of Shine's programs and priorities as a sound basis for financial decision-making, fundraising and further advocacy.
- Review programs and budgets.



Board Treasurer Position Description

- Review all internal processes and reporting methods at least annually.
- Ensure that all amounts raised are known, and how it was raised and from whom the funds were raised.

Risk management. The treasurer also should coordinate with Shine’s accountant and insurance agency when needed to regularly perform assessments that identify and mitigate risks to the Shine’s assets, data and confidential information.

Audit. Appoint a qualified firm or individual to conduct an annual audit of Shine’s financial statements. The treasurer should review the results and recommendations of auditors recommendations— asking questions where appropriate — and present them to the board.

External

- Communicating with donors and members on behalf of the board and on matters of corporate governance;
- Increasingly, being available to speak with donors and investors and significant stakeholders.

Expected competencies

- **Accounting/ Financial literacy** – a demonstrable financial literacy, including a thorough understanding of the particular financial reports and accounting practices used by non-for-profits and a thorough understanding of financial reporting requirements;
- **Strategic expertise** – the ability to set and review strategy through constructive planning, questioning and suggestion;
- **Legal skill** – the ability to understand and oversee compliance with numerous laws;
- **Managing risk** – experience in risk management and mitigation principles;
- **Human resource skills** – experience in human resource management;
- **Marketing and communications** – experience in media and marketing;
- **Industry knowledge** – experience in similar organisations or industries;
- **Administration** – an attention to detail, adherence to deadlines, patience, curiosity and recordkeeping skills.
- **Fundraising experience** – experience in fundraising and donor relationship development.

Attributes

- **Integrity** – meeting fiduciary duties and responsibilities, acting ethically, having appropriate independence, putting Shine’s interests before personal interests.
- **Collaborative team member** – the ability to work collaboratively as a team and



Board Treasurer Position Description

collectively with the board and Shine CEO.

- *Effective communicator* – the ability to engage and effectively communicate with all stakeholders.
- *Emotional intelligence* – as well as self-awareness and self-management, the chair needs to be able to motivate and be able to empathetically manage situations where strong emotions are present.
- *Commercial astuteness* – demonstrates good business instinct and acumen.
- *Engaged commitment* – a willing participant with genuine passion for Shine’s cause.
- *Motivation* - to make, and keep up with, the ample time commitment required for the job.