



## ABOUT ETHNIC+ INC.

Ethnic+ is a not-for-profit networking association for the CALD Rainbow community and its allies.

Ethnic+ understands that we are more than just our ethnicity. The purpose of this association is to understand and be understood through providing a safe place for members of the culturally and linguistically diverse (CALD) rainbow community and allies to meet, discuss and support each other through the specific challenges they may face.

# POSITION DESCRIPTION

## TREASURER

REPORTS TO Management Committee

HOURS 4 to 8 Hours per Month

### DESIRABLE SKILLS

- Understanding of funding, fundraising and sales
- Knowledge of financial planning, budgeting and reporting
- Experience with banking, book keeping and record keeping
- Proficiency in Microsoft Office Suite

### RESPONSIBILITIES

- Attend and actively participate in Management Committee Meetings
- Build, implement and manage the financial roadmap to deliver the organization's mission and vision.
- Prepare the annual financial statements to be presented at the AGM and as requested by the management committee.
- Organise and oversee Ethnic + bank account in a financial institution decided by the management committee.
- Keep accurate accounts in English showing full and accurate particulars of the financial affairs of the association.
- Research and build collaborative sponsorship partnerships with individuals, influencers, support groups and networks to further expand the organization's reach and financial capability
- Track and measure financial KPIs as set out in financial roadmap on an annual basis.