Working Women’s Centre SA Management Committee member

Seeking a Treasurer

**Volunteer Position**

**19 April 2022**

The Working Women’s Centre South Australia management committee is looking for an intersectional feminist **Treasurer** to join our dynamic and progressive organisation.

* We encourage applications from First Nations people and people of colour. We want racial and cultural diversity within our centre, and are building and maintaining an anti-racist workplace culture.
* We encourage applications from all cis and trans women, as well as non-binary people who are comfortable working on advocacy that focuses on the experiences of women.
* We encourage applications from disabled applicants, please contact us about the accessibility of the workplace.
* We encourage LGBTIQ+ applicants.
* We encourage applications from survivors of gendered violence.

**About the Working Women’s Centre**

The Working Women’s Centre SA Inc is a not-for-profit organisation and a community legal centre that provides an industrial service to vulnerable working women and people. The Centre has 3 arms of work:

* Legal Service – we provide legal advice and representation to vulnerable workers who contact the WWCSA with work issues through one-to-one clinic appointments. Clients may require ongoing advice and if so we also provide advice outside of these clinic appointments. We provide a representation service and have the capacity to represent a client through to the conclusion of a hearing.
* Advocacy – we conduct advocacy to resolve systemic issues that affect women and other vulnerable workers, such as sexual harassment and precarious work. Our advocacy program is informed by our legal and education service.
* Education – we provide fee-for-service and free training for workers and employers about workplace rights, sexual harassment, responding to disclosures of domestic violence and other topics.

The Centre was established in 1979 and has been advising, supporting and advocating for vulnerable women for 42 years. The Centre provides support, advice, information, and representation to women who face issues in their employment in both federal and state jurisdictions. The Centre is also concerned with the structural inequalities for women in the workplace, and conducts outreach, community education, and campaigning for the equal participation of women in the workforce and community.

You can find out more about WWC at [www.wwcsa.org.au](http://www.wwcsa.org.au/)

**About the role**

The **Treasurer** is a member of the Executive and responsible for the oversight and due diligence of the Working Women’s Centre SA finances. The Treasurer (with support of the Director and external financial advisors) is also responsible for oversight, implementation, and monitoring of the annual budget.

The Treasurer will work closely with the Chair, Director and be supported by external financial bookkeepers and advisors. The Centre uses XERO accounting software.

A copy of the WWC latest audited reports can be found here: <https://wwcsa.org.au/about-wwc/our-impact/>

We are committed to professional development of the management committee and provide regular governance, diversity, industrial development training and updates.

**Qualifications and desired experience**

We are looking for a Treasurer to play an integral role in the successful functioning, presence, and longevity of the Centre.

The successful candidate will possess a mix of:

Essential:

* Financial and/or accounting qualifications
* Experience working with organizational budgets
* Strategic planning and critical thinking
* Knowledge of governance and strategy that is inclusive and engaging
* Knowledge of relevant accounting and financial legislation and practices

Desirable:

* Chartered Accountant or CPA qualifications or recent membership of either body
* Prior experience on a non-profit board or regular provision of reports to a non-profit Board
* Experience with applying for grants and overseeing acquittals.

**Time Commitment**

* Approximately - 5 hours a month
* The management committee meets bi-monthly for 2 hours on a Wednesday from 5.30 – 7.30pm.
* The executive members (this includes the Treasurer) meet bi-monthly for 1 hour in preparation for the management committee meeting.
* The organisation holds an annual planning day in the first half of the calendar year.
* Meetings are either online or in person, depending on the requirements of the members.

This is a fantastic opportunity for an aspiring leader or company director with a strong interest in the objectives of the WWC.

Please send an expression of interest to our Chair Michelle Hogan at [m1hogan@yahoo.com](mailto:m1hogan@yahoo.com) by **6 May 2022.**

Expressions of interest should include a CV and a summary of your interest in the position. A copy of the WWC SA constitution can be provided upon request.

**Values alignment**

This person should identity as a feminist and be committed to furthering the objectives of the WWC. The objectives which are:

* 1. Enhancing women's participation in and contribution to workplace arrangements that improve their economic prosperity and welfare, focusing in particular on:
* women working in areas which may be precarious and/or low status employment, casual and part- time employment, award free areas, home based employment and low paid work;
* Aboriginal and Torres Strait Islander women;
* Women from non-English speaking backgrounds;
* Women who have a disability;
* Women in regional, rural and remote areas;
* Women with family responsibilities;
* Women on visas;
* Women of mature age;
* Young women, and;
* Such other people as may experience particular disadvantage in the workforce.
  1. Increasing women's knowledge of the legal, policy, and institutional frameworks that promote workplace reform; fair and efficient arrangements for remuneration; employment conditions, and; working patterns in a safe working environment.
  2. Providing a safety net of industrial relations related servicesincluding by providing legal services to women who are otherwise unable to access them and participate effectively in the labour force.
  3. Enhancing work related services provided by other organisations to women.
  4. The Association may do all such other things as may be incidental to the attainment of the principle object.