

At the end of this year, JCA's current Treasurer retires after completing the maximum term of 6 years of service. JCA is therefore inviting applications from eligible candidates for the role of JCA Treasurer.

This is an honorary position and the incumbent carries out the duties of the Treasurer as an unpaid/pro bono volunteer. The outgoing Treasurer is available for handover and counsel as needed and the JCA office takes great pride in the quality and professionalism of its finance function. It is expected that the role will require an average of a day or two per month.

Key responsibilities of the Treasurer are:

- To act as the bridge between the JCA Executive and Board of Governors - and the finance function of the JCA office and the JCA Investment Committee.
- To participate in making decisions regarding JCA's funds.
- To oversee the financial well-being and governance of JCA including, but not necessarily limited to:
  - Treasury management
  - Financial and management reporting
  - Compliance with investment policy
  - Payments.
  - Regulatory compliance.

Main duties include:

- Review of investment recommendations from JCA's investment advisors in concert with the members of the Investment Committee.
- Participate in the making of investment decisions.
- Review of the monthly finance reports.
- Act as a signatory on JCA's bank accounts.
- Co-sign the audited Annual Financial Statements with the President on behalf of the Board of Governors.
- Act as a sounding board for JCA's finance function including treasury management.
- Attending meetings, including updating on financial matters:
  - Monthly Executive Committee.
  - Quarterly Board of Governors.
  - Quarterly Investment Committee.

Key skills, attributes and experience include:

- Strong financial acumen – Preferably CA or CPA with current Australian membership of an applicable Institute and/or MBA and/or Masters in Applied Finance (with membership of FINSIA desirable).
- Experience with and understanding of funds management and working with advisors.
- Minimum of 5 years' experience on the Board of a not-for-profit organisation, preferably in the Jewish Community.
- Understanding of ACNC requirements.
- Experience in treasury management.
- Energetic.
- Loves working as part of a team.
- Strategic thinker.
- Passionate about good governance.
- Passionate about wanting to make a difference and to give back to our Community.

If this is of interest to you and you are keen to explore the role further, please contact the JCA office on 9360 2344 or [casandra@jca.org.au](mailto:casandra@jca.org.au).