

AMaGA Victoria

Office Address
Melbourne Museum
Carlton Gardens
Carlton VIC 3053
(03) 8341 7344
Regional Freecall
1800 680 082

Postal Address
PO Box 385
Carlton South VIC 3053
amagavic.org.au
info@amagavic.org.au

TITLE:	Treasurer
ROLE:	Keeping the finances of AMaGA Victoria sustainable so the association can achieve its mission.
COMMITMENT/month:	4 hours per month; two year minimum term
SALARY:	Voluntary
EFFECTIVE DATE:	July 2020



Background

AMaGA Victoria promotes galleries and museums to all levels of government and the community, and fosters high standards in all aspects of museum and gallery management through research, policy formulation, publications, and training. AMaGA Victoria offers opportunities for advancement for individuals, and leadership in workplace and industry issues.

As the peak body for the Victorian museum and gallery industry, AMaGA Victoria aims to facilitate the exchange of information and ideas in ways which affirm the value of museums, stimulate debate about principles and standards, and inform and inspire staff, volunteers, and supporters.

The Treasurer is an Executive member of the Australian Museums and Galleries Association Victoria (AMaGA Vic) Branch Committee and is responsible for the financial oversight of the Vic Branch. The Treasurer will liaise with the Executive Director, AMaGA Finance Manager (external consultant) and AMaGA National Manager to ensure the Vic Branch finances are consistent and compliant with the National Association.

Key Responsibilities

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g. Companies and Charity legislation.
- To ensure any recommendations of the auditors are implemented.

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- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

Financial planning and reporting

- Present financial reports to the Vic Branch Committee and National Council.
- To make a presentation of the accounts at the general meeting (GM) of the State Branch.
- To advise on the relevant policies.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

Other

- To attend quarterly tele-meetings of the National Finance, Audit and Risk Management Committee
- To sit on appraisal, recruitment and disciplinary panels as required.

Key Criteria

Essential:

- Demonstrated experience in accounting or financial management.
- Ability to communicate financial jargon and reports to a non-finance audience
- High level computer literacy skills
- A positive, supportive, energetic and collaborative manner.

Desirable:

- Working knowledge of not-for-profit governance
- Previous experience, interest or commitment to Victorian cultural and creative life

Organisational Structure

- The position reports to the Branch President for AMaGA Victoria
- This position supports the Executive Director of AMaGA Victoria and the Manager of AMaGA National Branch.

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Application Process

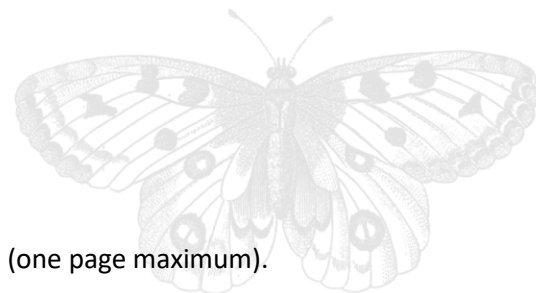
Application to include:

- Brief cover statement detailing your interest in the position (one page maximum).
- Curriculum Vitae, with two referees (one page max).

Applications close: 5pm Friday 5th June 2020

For further information and to apply for this role, please contact Lauren Ellis, President, via email at laurenloaellis@gmail.com

AMaGA Victoria respectfully acknowledges the Traditional Owners of the land on which we work, the Boon Wurrung and Woi Wurrung peoples and honour their Ancestors, Elders and next generations of community and pays respect to the Elders of all the Nations of Victoria, past, present and emerging.



**Australian Museums
and Galleries Association**

AMaGA Victoria receives generous support for its general operations from Creative Victoria, a part of the Victorian Government's Department of Jobs, Precincts and Regions (DJPR). AMaGA Victoria acknowledges the generous support of Museums Victoria.