

## Treasurer // Board of Management // Craft + Design Canberra

Reports to:	Chair
Manages:	N/A
Salary:	N/ A - Voluntary
Loading:	2 – 4 hours per week. Craft + Design Canberra requires an average of 10 -15 hours a month from the Treasurer, including payment approvals, board meetings, sub-committee meetings, exhibition openings, fundraising meetings and special events. ** note extra work involved around Audit time and AGM
Availability:	For immediate start
Term:	Board of Management members may serve a maximum of six years (and ideally a minimum of two years). Board members are elected at Annual General Meeting (AGM) which is held in March each year. Interim board members may be appointed by the Board of Management to fill vacancies until the next AGM.
Days and hours:	Daytime, evening and out of hours work will be required for exhibition openings and programs, and intensively for Festival events (November).
Location:	The position is largely located at Craft + Design Canberra Headquarters, Civic Square, Canberra ACT. There will also be requirements to work off site during festivals and other public events.

Come, work with us in a voluntary capacity and support Canberra's thriving craft and design community.

Since 1971, Craft + Design Canberra has played a vital role in sustaining Australia's high-quality studio practice and supporting craftspeople, designers and audiences.

Craft + Design Canberra is recognised as a leading centre in contemporary Australian craft and design, with a vision to strengthen the dynamic link between the arts – as encompassed in the craft sector – and the broad creative industries and design sector. Our vision is to embed contemporary craft, making and design at the centre of everyday life in Australia's capital, a global city of design.

If you are a hands-on team player who thrives in a busy creative environment, with outstanding interpersonal and organisational skills, as well as a passion for art and design, then we'd love to hear from you.

## Duty Statement

As part of Craft + Design Canberra's Board of Management the Treasurer is responsible for overseeing the financial operations of Craft + Design Canberra.

The successful applicant will be a qualified accountant and have demonstrated experience in financial management, with an interest in supporting the arts.

## Key responsibilities

1. Reviews financial reports.
2. Reports to Board of Management.
3. Supports the CEO in the development of forecast budgets and projections.
4. Supports annual audit of financial accounts.
5. Ensures accounting and booking services for the organisation are optimal.
6. Prepares Treasurer's report for AGM.
7. Invites Auditor to attend AGM.
8. Submits annual budgets for board consideration and approval.
9. Approves expenses of over \$15,000 or longer than a term of 2 years.
10. Signs and/or co-signs funding contracts.
11. Signs and/or co-signs leases.
12. Makes recommendations re long term deposits.

Craft + Design Canberra Board of Management members sign this Code of Conduct.

As a Craft + Design Canberra Board of Management member and when acting as such, I will:

- Be committed to the goals of Craft + Design Canberra.
- Act in a manner consistent with the purpose of Craft + Design Canberra.
- Focus my efforts on the purpose of Craft + Design Canberra and not on my personal goals.
- Accept responsibility and share power in order to work as a productive, cooperating member of the Board of Management.
- Avoid real or apparent conflicts of interest between my position as a Board of Management member and my personal and professional life.
- Support in a positive manner all actions taken by the Board of Management even where I am in a minority position on such actions.
- Never exercise authority as a Board of Management member except when acting in a meeting and with the full Board of Management or as I am delegated by the Board of Management.
- Keep confidential matters confidential.
- Be accountable to the 'moral ownership' along with the other members, for competent, conscientious and effective accomplishment of the obligations of the Board of Management.
- Ensure fairness, honesty and equity are observed by all at Craft + Design Canberra.

- Act in a manner consistent with this Code of Conduct despite personal opinions, values or differences.

## **Selection Criteria**

### **Essential:**

1. Must be a qualified chartered accountant.
2. Must be flexible, reliable, trustworthy, timely, and able to work in a team environment.
3. Ability to use financial software (e.g. Xero)

### **Desirable:**

- Experience working in an arts environment, with an understanding of small arts organisations and knowledge of design, craft and art.
- Current drivers' licence and own vehicle.

## **How to apply**

To apply for this position email:

1. A one to two page (maximum length) letter outlining your experience and suitability for the essential selection criteria.
2. A copy of your Curriculum Vitae.
3. The names and contact details of two referees, including your current supervisor.

**Please email your** application to [jodie.cunningham@craftanddesigncanberra.org](mailto:jodie.cunningham@craftanddesigncanberra.org) by 31 March 2024.

### **For more information:**

Contact Jodie Cunningham, CEO +Artistic Director Craft + Design Canberra on 043 8157 940 or at [jodie.cunningham@craftanddesigncanberra.org](mailto:jodie.cunningham@craftanddesigncanberra.org)

Further information Craft ACT's Strategic Plan 2021-24, annual reports, and audited financial statements are available on our website - [craftanddesigncanberra.org](http://craftanddesigncanberra.org)