

Position Description

Position:	Independent Member of the Finance Committee
Accountability:	This role is accountable to the Chair of the Finance Committee, and ultimate accountability is to the ASRC Board.
Location:	Most meetings are online, however some meetings may be called in person as needed.
Time Commitment & Availability:	This is a volunteer position, and the Committee normally has meetings every two months. Each meeting is 90 minutes long and is conducted outside of business hours, normally in the evenings. Additional meetings and commitment may be required as determined by the Chair in accordance with the agreed work plan.

Position Purpose

Independent Members of the Finance Committee provide oversight of the ASRC's financial performance and practices. They help ensure strong governance by reviewing key financial reports, risks and policies to support well-informed decisions by the Board.

Purpose of the Finance Committee

The Finance Committee is a governance body that assists the ASRC in fulfilling its financial oversight responsibilities in accordance with relevant acts, laws and internal policies and Procedures. The Finance Committee reports to the ASRC Board every two months, noting actual financial performance against budget, commentary on key variances, and advising on other material financial policy or projects during the year.

Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

Key Responsibilities

Independent Thinking

- Exercise sound judgment to ensure the ASRC operates ethically, effectively, prudently, proactively and consistently in fulfilling its purpose.

Key Areas of oversight

- Review and consider the annual budget and reforecasts before recommending adoption to the Board
- Monitor actual performance against budget and reforecasts, and provide commentary on material variances
- Review and consider the financial statements before recommending adoption to the Board
- Review and consider the annual audit report, management letter and management's responses to any matters raised
- Liaise with external auditors throughout the audit process as needed
- Review and consider financial policies before recommending adoption to the Board
- Review and consider financial risks and emerging trends relevant to the performance and financial sustainability of the ASRC
- Review or assist with specific financial projects from time to time

What We're Looking For:

Essential:

- Qualifications - Member of the CA ANZ or CPA (Chartered Accountant or CPA)
- Communication skills – ability to convey independent and critical insight to other committee members and senior management
- Analytical skills – ability to analyse financial data to identify trends, interrelationships and discrepancies
- Commercial acumen and strong business instincts, with the ability to quickly identify core issues
- Availability – commitment to attend all Finance Committee meetings, unless there are exceptional circumstances and sufficient notice is provided
- Ability to actively contribute to discussions, offer constructive feedback, listen respectfully and challenge assumptions when necessary

Desirable:

- Experience in external audit and liaising with external auditors
- Experience in compliance with financial reporting standards
- Experience in a similar finance committee role in the not-for-profit sector

Compliance:

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period

If you would like more information, you can contact Stephen Gunaratnam (CFO) via email steve.g@asrc.org.au or phone on 03 9326 6066.