

==== About Us ====

Vic Park Community Centre is a little place with a big heart, a neighbourhood hub where people can collaborate, imagine and thrive.

It is located next to Macmillan Park, and offers a regular program of activities for all ages as well as spaces for hire to host your own events.

The centre holds: a weekly multicultural playgroup, local initiatives, creative workshops, kids after school clubs in music-maths-languages and more - a range of life wide education sessions such as parenting seminars, sustainability at home and mental health training. Cultural meals, dance classes and a variety of diverse meet ups, and social groups - supporting a caring and connected community.

We are a proud, thirty-year-old organisation with a uniquely creative slant. The staff, board and volunteers have a broad range experience across social impact, education, the arts, participatory culture, community organising and youth work. As a not for profit, all our income is reinvested in the running of the centre and our consistent fundraising allows us to offer special programs such as Noongar language and STEM club.

==== About the treasurer role ====

The role of the treasurer is to oversee the governance of the centre from a financial perspective. Reporting to the chairperson and the board at meetings that happen once every six weeks, the treasurer outlines the current financial performance of the organisation.

Duties involved include:

- Reporting to the board the financial performance of the organisation, both in general and also in comparison to the annual budget.
- Assistance with the annual budgeting process.
- Helping with the annual external audit process at the end of each financial year.
- Giving advice to the centre's bookkeeper with relevant queries.
- Assisting the centre manager with financial reporting requirements with organisations like government bodies.
- If required, assisting the centre with grant funding applications.
- Assisting the board with other governance requirements as required.

==== Support given in the role ====

The board currently has a treasurer who is both a Chartered Accountant and an active user of the centre. The current treasurer is aiming to step down from the board by the 2023/24 AGM meeting to focus on other personal goals.

If you take on this role, you will receive mentorship and guidance from the current treasurer to learn and understand the duties of the role. You will be able to shadow in on meetings leading up to and including the AGM. You can also participate in other working groups that the board is needing help with. At the AGM, you can formally nominate yourself for the vacated treasurer role and be the next elected treasurer.

==== Apply now ====

Please apply for this role if you are interested in taking it on.

Once we receive your expression of interest, we will send a Google form with some questions and use this to screen you for the role. You can then informally meet the current treasurer either on an in-person or online call basis.