



2 Snugburgh Way Epping 3076
www.creedsfarm.org.au
e: manager@creedsfarm.org.au
Mob. 0400 235 529

Position Title: Neighbourhood House Treasurer - Voluntary

Background

Creeds Farm Living and Learning Centre serves communities in the high growth suburbs of Epping North and Wollert on the northern edge of Melbourne. We provide opportunities for people to build community connections, for life-long learning, skills development, information sharing, social and recreational activities and community development. Read our latest annual report to find out more.

Creeds Farm employs two part-time staff and has a turnover of under \$200,000 annually. A contract accountant provides our bookkeeping and finance reports. We receive recurrent funding from local and state governments and grants from a range of sources.

We are looking for a person with finance or accounting skills to join our Committee of Management as Treasurer. This is a volunteer role.

Treasurer Selection Criteria

Essential

Experience in finance reporting of a not-for-profit organisation.
Governance experience ideally in incorporated community organisations.
Ability to work cooperatively in a committee of governance.

Desirable

Interest in strategic business planning of not-for-profit organisations.
Interest in and understanding of community development principles and practice.
Supportive of environmentally sustainable practices.

Required Time Commitment

On average, about half a day per week including:

- preparing for and attending Committee of Management meetings every 6 weeks
- liaising with the manager and accountant about our finances
- attending to ad hoc committee business as needed
- participating on at least one sub-committee including attending meetings and actioning tasks.

For More Information

Contact Max Sargent, Manager 0400 235 529 manager@creedsfarm.org.au