**Volunteer Independent Director, Finance**

**Job description**

The Children’s Book Council of Australia Limited ACN 009 580956 ([www.cbca.org.au](http://www.cbca.org.au)) is a volunteer run organisation which aims to engage the community with literature by Australian authors for young Australians. The Children’s Book Council of Australia (CBCA) is a not-for-profit company limited by guarantee and the Trustee of Children’s Book Council of Australia Awards Foundation. The CBCA Awards Foundation is a public fund on the Register of Cultural Organisations and a Registered Gift Recipient. The CBCA Board invites Expressions of Interest for an innovative, skilled communicator, and strategic thinker as our Independent Director: Finance (volunteer position) to work with us to:

* Direct our financial planning and strategy
* Provide succinct analysis and reports on our financial performance to monthly Board meetings
* Collaborate and mentor our Board and core Sub Committee Convenors so they can prepare forecasts and strategic budgets for revenue streams (Awards and Merchandise)
* Assist in preparing proposals for grants, partnerships and sponsorships
* Assess and manage our financial risk
* Work with our Book keeper and National Executive Officer, to develop budgets, audit and tax functions and reporting (comply with Australian Charities and Not-for-profits Commission and Australian Securities and Investment Commission requirements)

Our Constitution is available here: <https://cbca.org.au/governance>

For further information or to apply contact Chair, Children’s Book Council of Australia, National Executive Officer, Kate Flamsteed at admin@cbce.org.au **Applications close:** 1 March 2021

**Essential Selection Criteria**

* Bachelor's Degree in Accounting or Finance
* Proficiency in accounting software
* Financial management experience
* Good communication skills
* Computer literacy
* Strong analytical skills
* Is a suitable responsible person in accordance with the Australian Charities and Not-for-profits Commission (www.acnc.gov.au)

**The Reward**

This is a highly rewarding role for someone passionate about the NFP industry and a fantastic opportunity to work with highly skilled and well-connected professionals who seek to enhance and promote Australian children’s literature.

Time commitment will be approximately 10-15 hours per month which will consist of meeting preparation and monthly evening CBCA board meetings via Zoom, and regular daytime contact with office staff.