



Position Description

Director and Treasurer

Dr. Jane Goodall DBE, world-renowned ethologist, humanitarian, conservationist and UN Messenger of Peace, founded the Jane Goodall Institute in 1977. Jane's pioneering study of wild chimpanzees began over 60 years ago in Tanzania, Africa, where she made multiple discoveries that radically changed and enriched the field of primatology. Today, there are JGI chapters in 35 countries around the world all working to support Dr Goodall's vision and legacy.

The Jane Goodall Institute Australia (JGIA) is one of the global offices and was founded in 2007 and is an Australian non-profit and registered environmental organisation. Our purpose is to "inspire actions that connect people with animals and our shared environment" and JGI is widely recognised for establishing innovative, community-centred conservation and development programs in Africa and the Roots & Shoots education program.

Headquartered in Sydney, JGIA is staffed by a small, dedicated team and has volunteers across Australia as well as a board of directors based across Australia. Board members are non-executive directors of the Jane Goodall Institute Australia and have a legal and ethical responsibility to ensure that the organisation does the best work possible in pursuit of its goals. This also includes providing time, energy, expertise and insight to committee work and fundraising.

JGIA is committed to an inclusive culture and encourages applications from people with diverse backgrounds irrespective of gender, disability, ethnicity, generation and sexual orientation and people of varying age.

ABOUT THE ROLE

The Director and Treasurer plays an important role in ensuring the financial sustainability and ongoing viability of JGIA. The Treasurer is also Chair of the Finance, Risk and Governance Committee.

This role is voluntary.

KEY RESPONSIBILITIES

The Treasurer is responsible for:

- Reviewing JGIA's periodic financial reports and ensuring that all financial records are kept in accordance with relevant legislation;
- Overseeing the preparation by Management of audited annual financial statements and their certification by the Finance, Risk and Governance Committee prior to their submission to the annual general meeting of JGIA;



- Reviewing the proposed annual budget, assessing alignment to strategic and business plans and appropriateness of underlying assumptions before recommending it to the Board;
- Monitoring the solvency of JGIA and raising any concerns to the Board's immediate attention;
- Interpreting financial information for the Board and advising the Board on financial management and reporting matters, including the financial processes and procedures of JGIA;
- Advising management and the Board on JGIA's loans, liquidity and investments as required from time to time;
- Overseeing JGIA's Investment Policy including liaison with external advisors as required;
- Assessing and monitoring risks to JGIA and recommending strategies to the Board to manage and mitigate the identified risks through a risk management plan;
- In consultation with the Company Secretary, monitoring compliance with applicable laws, regulations, standards, contracts and best practice guidelines that fall within the remit of the Finance, Risk and Governance Committee.

ESSENTIAL SELECTION CRITERIA

- CA / CPA (or equivalent) Qualified;
- Thorough knowledge of relevant accounting and financial legislation and practices;
- Experience in a senior executive financial management role (min 10+ years);
- Experience as a Board Treasurer (desired);
- High-level stakeholder management skills;
- Demonstrated excellent written and verbal communication skills;
- Strong leadership and decision-making abilities;
- Experience in governance and strategy (desired);
- Experience working with or knowledge of social enterprises (desired);
- High level of integrity including proven capacity to manage sensitive and confidential information; and
- Intuition and facilitation skills to understand and adapt to board and CEO sensitivities.

BENEFITS

Whilst this is not a paid position, JGIA offers a friendly, flexible and supportive work environment. This is a highly rewarding role for someone passionate about animals, people and our shared environment and an incredible opportunity to work with highly skilled and well-connected professionals. Required working hours will be 10-15 hours per month which will consist of:

- Board Meetings (Frequency): every 2 months
- Committee Meetings (Frequency): minimum monthly
- Some additional hours based on the JGIA financial reporting schedule (e.g. to participate in and/or review the external audit findings)



Meetings are mostly via video conferencing. If required to attend in person, travel costs are covered.

HOW YOU WILL BE ASSESSED

You will be assessed on how you meet the selection criteria detailed above. To ensure the panel can make an informed assessment, you are required to submit a cover letter and current resume, with at least two references who have knowledge of your work, by email to Recruitment@janegoodall.org.au.

JGIA is seeking candidates with diverse backgrounds and experiences. We are an equal opportunity employer and do not discriminate on the basis of race, colour, sex, age, religion, national origin, disability, marital status, personal appearance, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, genetic information, or political affiliation. We particularly encourage people of diverse cultural backgrounds and Aboriginal or Torres Strait Islander people to apply for this position.

The JGIA Office is headquartered in Sydney; however, applications will be accepted from other locations within Australia.

Please submit your cover letter and current resume, with at least two references who have knowledge of your work, to Recruitment@janegoodall.org.au

Applicants already in possession of a Director Identification Number (Director ID) registered through the Australian Business Registry Service are required to include it in their application. A successful candidate who does not yet have a Director ID is legally required to provide it prior to appointment.

Closing date for applications is Friday 29 July