

TROCADERO PROJECTS

Trocadero Projects operates on the traditional lands of the Boon Wurrung and Woi Wurrung people of the Kulin Nation. We offer our respects to Elders past and present, and acknowledge that sovereignty was never ceded. Always was, always will be Aboriginal land.

TREASURER POSITION DESCRIPTION

Trocadero Projects is seeking a new Treasurer to be responsible for the financial management of our organisation.

This is a great opportunity for a current student or recent graduate, arts worker or artist to improve their financial literacy and skills in a real-world yet supportive environment.

An extensive hand-over as well as ongoing support from the previous Treasurer, external accountant and the Trocadero Board will help the new Treasurer succeed in this role.

Role responsibilities:

- Maintaining and updating financial records (in Xero accounting software), including income and expenses and reconciling all transactions.
- Preparing and managing Troc's overall budget
- Preparing monthly financial reports (generated in Xero)
- Ensuring compliance with all applicable laws and regulations, including tax laws
- Advising the board on financial matters
- Overseeing the gallery's financial operations and making recommendations for improvements
- Working closely with the Troc team to ensure the smooth operation of the gallery
- Managing financial reporting for grant/funding acquittals.

Day-to-day tasks:

- Approving project budgets
- Reconciling transactions in Xero (accounting software)
- Paying bills and artist invoices
- Processing expense reimbursements
- Submitting quarterly Business Activity Statements (BAS)

TROCADERO PROJECTS

What's in it for you?

- The opportunity to work closely with artists and arts workers
- Learn about running an independent gallery space
- Learn the practical application of financial management skills
- Gain knowledge of accounting and financial reporting
- Gain experience with budgeting and forecasting
- New friends!

Time commitment:

Approximately 10 hours per month.

Committee roles are designed to be held for 2 years where possible.

The Volunteer Treasurer will be expected to attend monthly Board meetings, and contribute to the life and culture of Trocadero Projects.

How to apply:

To apply please email your CV and a cover letter outlining your interest and suitability for the role.

We are looking for:

- Strong attention to detail and the ability to work with numbers
- Good communication skills
- The ability to work well in a team environment
- Experience in the non-profit sector is a plus, but not required!
- A strong interest in the arts!

If you require alternative arrangements to a written application, please let us know. If you would like to discuss your application prior to submission, please email us.

Applications Close: Sunday 12 March 2023 (11.59pm)

Email: info@trocaderoartspace.com.au