

Position Description

Nutrition Australia is a national, not for profit, member based organisation inspiring healthy eating Australia wide. We are a leading provider of community-based education programs and credible, current and practical nutrition information.



Vision: Healthy and sustainable eating for all Australians

Mission: Improve the food system to create healthier communities

JOB TITLE:	Treasurer	STATUS:	Two-year position
LOCATION:	Victoria	HOURS:	1 x 2 hour meeting per month 1-2 hours per week
REPORTING TO:	Board of Directors	UNIT & DIVISION:	Victorian Division

POSITIONS REPORTING TO THIS POSITION:

- Chief Executive Officer

ORGANISATIONAL CONTEXT:

[Nutrition Australia \(NA\)](#) is Australia's leading nutrition non-profit organisation, providing information, education and business-to-business (B2B) consultation and advisory services to help Australians achieve optimal health through good nutrition. Established as a not-for-profit organisation more than 40 years ago, we improve the health of all Australians through public health nutrition, health promotion and large-scale education initiatives. Nutrition Australia delivers specialised nutrition advisory and support services with partners and clients ranging from large corporate multinationals and government departments to the food industry, hospitals, universities, schools and early childhood education and care services. Our unique offering combines scientific credibility with experience and independence, making our team of nutrition experts the foremost advocates for public health nutrition in Australia.

KEY PURPOSE:

To advise the board on financial strategy and to oversee the financial function of the organisation, review procedures, risk and financial reporting. To chair the finance, audit and risk committee and to report to the board at the meetings.

KEY RESPONSIBILITIES

- Appropriate awareness and review of all relevant operational and financial matters;
- To query and understand strategic, operational and financial decision making, as appropriate;
- To ensure financial compliance of the organisation
- To review relevant policies and procedures and financial reporting
- To review financial reports prior to circulation to the board of directors for board meetings
- To support the financial management team in the preparation of annual budget projections.
- To review the annual financial statement for audit submission.
- Chair of finance, risk and audit committee
- To ensure that the board of directors understands its financial obligations
- To review the performance of the Chief Executive Officer annually;
- To endorse and approve strategic submissions to various industry bodies and funding sources;
- To introduce, as required, the organization to other potential partners which may provide collaborative benefits;
- To assess and make comment as required on organizational risks and mitigation strategies;

- To assist the Chief Executive Officer, where required, to promote the organization in a proactive manner

GENERAL BOARD OF DIRECTOR RESPONSIBILITIES

- Attendance at board meetings
- Attendance at annual general meeting
- Chair and attend the Finance, audit and risk committee
- Appropriate awareness and review of all relevant operational matters;
- To assess and make comment as required on organizational risks and mitigation strategies;

COMPETENCIES REQUIRED:

- Strategic planning and budgetary analytical acumen;
- Commercial and risk management skills;
- Relationship building, fundraising and communicational skills;

QUALIFICATIONS & EXPERIENCE:

- Postgraduate qualifications in finance, business administration, business management or equivalent
- 10 years' experience in a financial management position for not for profits and / or corporate sector
- Minimum 5 years Board / Committee of Management experience for not for profits and / or corporate sector
- Desirable knowledge of the health sector

Contact:

- John Green, Secretary to NAVic Board, email: johngreenmelb@yahoo.com.au