

APHIDS

'APHIDS is one of the most adventurous artistic collectives in Australia'
– Amy Barrett-Lennard, PICA Director

APHIDS is looking for a **Treasurer** with experience in financial management and/or accounting to join our Board.

ABOUT APHIDS

APHIDS is a 27-year-old artist-led experimental art not-for-profit organization based in Melbourne, Australia. Collaborative and future-focused, APHIDS is led by Co-Directors Lara Thoms and Mish Grigor alongside Executive Producer Anna Nalpantidis. The work of APHIDS is feminist, intersectional, angry and funny; bringing artists into meaningful exchange with audiences through performance, critical dialogue and unpredictable encounters in the public realm.

APHIDS is unique because of our artist-led collaborative approach, the spectacular artistic breadth of the works we create, the social engagement that is central to our projects, the support systems we create for emerging interdisciplinary artists and our work with communities from inside and outside the arts.

Past APHIDS works have been presented in major venues in every state and territory in Australia, and in more unexpected places: in rice fields and samurai hotels in Japan, churches in Finland, industrial zones in Bulgaria, and beamed into outer space. Our collaborators have included funeral directors, scientists, regional societies, motorcycle and senior citizens' clubs. Our projects promote open, accessible yet complex and rigorous encounters between artists and the public. Further information on the organization, its Board and staff can be found on [our website](#).

THE ROLE

APHIDS is looking for an experienced Treasurer who will manage our financial controls and monitor our accounting systems to ensure the financial health of our organization.

The Treasurer of the APHIDS Board is integral to the successful functioning, presence, and longevity of the organization. The Treasurer will undertake a voluntary tenure of 3 years. As an agreement and an expression of goodwill it is expected that the APHIDS Treasurer will engage in the life of the organization throughout this tenure with active participation and enthusiasm.

The Treasurer will oversee the financial administration and operational performance of APHIDS and ensure the organization adheres to all legal accounting practices. The Treasurer will guide APHIDS financial policies, procedures, and financial reporting, advise the board on financial strategy, assess risks, and determine funding and investment opportunities.

KEY RESPONSIBILITIES

Treasurer:

To ensure APHID's sustainability and viability, the Treasurer is responsible for:

- Ensuring the Board understands its financial obligations.
- Chairing the Finance, Audit and Risk Sub-Committee.
- Overseeing and providing advice on annual budgeting and forecasting, and reviewing performance against financial targets.
- Reviewing quarterly financial reports as necessary, particularly prior to them going to the Board for approval.
- Overseeing annual financial reports and the annual audit - including liaising with accountant/financial auditors on behalf of the Board.
- Overseeing financial regulatory obligations and ensuring the organization complies with all applicable laws, standards, guidelines, and regulations, such as GST, payroll tax, superannuation, fringe benefits tax, and statutory compliance requirements.
- Advising on key changes to regulations or legislation relating to accounting or audit standards, ATO, ACNC or Fair Work.
- Reviewing internal processes and reporting methods.
- Providing financial and analytical support to the Executive Producer and Co-Directors to track how much APHIDS owns, how much money APHIDS can access, income sources, and expenditure.
- Regular meetings with the Executive Director.

Board member:

As a Board member, the Treasurer is responsible for:

- Facilitating the governance of APHIDS.
- Supporting the strategic direction and priorities of the organization.
- Ensuring that the development and implementation of policies, procedures and projects are consistent with the vision and strategic plan mission.
- Participating in development and oversight of risk management frameworks and policies.
- Supporting and overseeing the work of the executive team.
- Keeping abreast of the sector locally and internationally, and be informed of any important developments of funding, presentation, and development of new work.

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Experience in financial management, including organizational planning, financial and human resources.
- Experience in accounting and budget management, preferably in the not-for-profit sector.
- Experience drafting and presenting financial reports.
- Experience of arts board management or relevant financial management role working within an arts organization.
- Experience using bookkeeping software (including Xero or equivalent).
- Experience in governance and strategy that is inclusive and engaging.
- Knowledge of relevant accounting and financial legislation and practices.
- Knowledge of governance and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.

Desirable

- It is desirable that the Treasurer is a practicing CPA or CA.
- Previous experience as a Treasurer on a Board.
- Bachelor's or master's degree in finance, accounting, or relevant field.

PERSONAL QUALITIES

- Passionate about equality, diversity, and inclusion, valuing differences to make better decisions and inclusive outcomes.
- High levels of enthusiasm, energy, and advocacy to stimulate strong commitment to APHIDS' mission and vision, and to commit to the duties and responsibilities of the Board.
- A collaborative approach to organizational growth and development, and emotional intelligence with a focus on effective relationships.

TIME COMMITMENT

This is a voluntary position, requiring a time commitment of up to 2 days per month. Board meetings are held approximately five times per year, including a strategy planning day. The Treasurer is the Chair of the Finance, Risk and Audit Committee – which also meets prior to each Board meeting. The Treasurer will be required to meet with the Co-Directors/Executive Producer monthly or as required, attend APHIDS public and private events, and become involved in the life of the organization beyond the Board.

COMMITMENT TO EQUITY

APHIDS is committed to cultural equity and inclusive practices. We work hard to embed equity throughout our organization, and we strive to create safe and positive working environments for our staff and Board. We strongly encourage applications from women and non-binary people who identify as First Nations, people of colour, and/or deaf and disabled.

APHIDS works on the lands of the Kulin Nations and acknowledges the Wurundjeri and Woi-Wurrung and Boon Wurrung peoples on whose lands we live, learn and work.

OTHER INFORMATION

APHIDS is an Incorporated Association, registered in Victoria. The organization receives its funding from a combination of government grants, philanthropic grants, individual donations and earned income.

APPLICATIONS

To apply, please send a short cover letter which briefly addresses the requirements set out in this position description and your CV to info@aphids.net using the subject line: *[Your Name] - Treasurer Position Application*.

If this application format isn't accessible for you, please get in touch and let us know what alternative format would suit you best.

For enquiries, please email info@aphids.net.

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