



# Guildford Grammar School

FOUNDED 1896

## TREASURER FOR COUNCIL

**Expressions of Interest must be submitted by Thursday 31 October 2024.**

Guildford Grammar School is seeking a highly qualified and dedicated individual to join the School Council as Treasurer. This pivotal volunteer role involves overseeing the school's financial management, providing expert guidance on budgeting, financial planning, long-term sustainability, and ensuring compliance with financial regulations. The position requires attendance at approximately 18 meetings a year.

As Treasurer, you will work closely with the Chief Financial Officer (CFO), the Principal, and fellow Council members to ensure the School's fiscal health and contribute to strategic decision-making. It is essential that the successful applicant supports the Anglican ethos of the School and demonstrates a commitment to upholding its values. This role is ideal for someone with a strong financial background, preferably with governance or not-for-profit experience, and a passion for supporting education.

### **Key Responsibilities:**

- Manage the school's financial oversight and reporting
- Advise on budgeting, investments, and financial strategy
- Ensure compliance with financial legislation and best practices
- Contribute to the school's overall strategic direction
- Chair the Finance and Audit Committee
- Collaborate with the CFO to prepare financial reports for Council meetings
- Work with the CFO and Audit partner on annual audit processes
- Assist the CFO and Principal in preparing the school budget and setting fee increases
- Review financial policies regularly in conjunction with the FAC and CFO
- Provide financial advice to the board and subcommittees

### **The Role of the Treasurer:**

The Treasurer is expected to have a deep understanding of the school's financial position and compliance with legal, audit, and accounting standards. You will assist the Council in fulfilling its financial management responsibilities by providing regular updates on the school's financial health and performance, and guiding the development of financial policies and procedures.

While all Council Fellows are responsible for understanding the financial affairs of the school, the Treasurer takes a special interest in this area, ensuring the school's ongoing financial integrity and success.

### **Ideal Qualifications and Skills:**

- Relevant post-graduate qualification or working towards one, with CAANZ/CPA or equivalent accreditation
- Completion of the AICD Company Directors Course (preferred)
- Strong capabilities in strategic budgeting, forecasting, and financial reporting
- Excellent stakeholder management, business partnering, and influencing skills
- Outstanding analytical, research, and problem-solving abilities
- Superior communication skills
- Experience in governance within the not-for-profit sector is desirable but not essential

If you are enthusiastic about making a meaningful impact on Guildford Grammar School's future, share its values, and have the expertise to support its financial governance, we encourage you to express your interest.

This is an expression of interest and part of a competitive application process, with the final appointment being made based on the candidate best suited for the role. Please note that submitting an expression of interest does not guarantee selection.

For more information or to express your interest, please contact **Amber Harvey – [amber.harvey@ggs.wa.edu.au](mailto:amber.harvey@ggs.wa.edu.au)**