



Financial Manager - Work mainly from home

- Assist this NFP org, run by volunteers, in all financial aspects.
- Suit person with at least 3 yrs experience (see job details).
- Work from home, except for quarterly committee meetings.

You will be responsible for the financial management of a small, but growing, NFP organisation, which currently runs on a very limited budget with only 1 part-time paid employee. A strategic plan has been created, that will require increase funding and paid workers to achieve the set goals. You will put in place the procedures and plans necessary for the organisation to grow, which would include:

- Review current financial procedures and reporting,
- Create an ongoing financial strategy that includes cash flow, budgeting, tax, insurance and funding sources,
- Create a budget for each financial year, to be approved by the Committee,
- Work with the volunteer treasurer to track to the annual budget and report to the Committee at quarterly meetings,
- Create procedures and templates for volunteers and staff to use to help them create a budget for their projects and track to that budget.

Expectation is that work can be done in volunteer`s home. Committee meetings are held at various locations in Sydney as they are hosted by a different committee member each time.

This is a long-term commitment.

A minimum of 3yrs work experience would be seen as the minimum. Would suit a CPA/CFA, either currently working or retired.

About The Australasian Tuberous Sclerosis Society (ATSS)

Tuberous Sclerosis (TSC) causes benign tumours to grow in the various organs of the body, including the brain, heart, kidneys, skin and lungs. Although there is a spectrum of severity and each individual case is different, common symptoms include difficult to control epilepsy, learning and intellectual disabilities, autism, mental health challenges, kidney disease and disfiguring facial growths.

ATSS was formed in 1981 and has been run predominantly by volunteers. Supported by a strong community of families living with TSC throughout Australia and New Zealand, ATSS has been able to:

1. Raise significant funds for research projects;
2. Provide volunteer run phone and email support services;
3. Foster an online discussion group used by 200 individuals regularly;
4. Run educational events for both families and health professionals;
5. Publish written and online educational materials, including the ATSS Resource Directory.