

# Position Description

## Director, Finance

### National Team – Leadership Role

*Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.*

#### Purpose of the Role

The Director, Finance is responsible for overseeing all financial aspects of Pint of Science Australia (Pint AU), ensuring effective financial management, budgeting, reporting, and compliance. The Director, Finance oversees the organisation's financial position to ensure financial viability and minimise financial risk.

#### Position in the Organisation

With guidance from the Co-CEOs, the Director, Finance works collaboratively with members of the Leadership team to ensure that Pint of Science Australia is financially viable. The Director, Finance is expected to attend monthly meetings with the Co-CEOs, and fortnightly Leadership meetings.

#### Key Responsibilities

- Manage budgets and financial accounts for Pint of Science Australia. This includes:
  - Collaborating with the Leadership team to establish annual budgets and financial plans;
  - Providing financial guidance and advice to National volunteers and City Coordinators;
  - Preparing, and presenting in a clear and concise manner, regular financial reports, statements, and forecasts, for the Leadership team;
  - Processing invoices, payments (including reimbursements to volunteers), and managing financial records including calculation of GST and payment to Pint of Science Ltd in accordance with the terms of the Franchise Agreement; and
  - Reporting on Pint AU finances to the ATO and ACNC.
- Ensure compliance with all relevant financial regulations, accounting principles, and tax laws, including through registration as [Treasurer with the Australian Charities and Not-for-profits Commission \(ACNC\)](#).
- Maintain Pint of Science AU's up-to-date insurance policies.
- Oversee financial management and reporting to grant funding bodies, ensuring compliance with grant requirements, when Pint of Science AU is a successful grant recipient.
- Build and maintain a supportive, inclusive, respectful, and collaborative team culture, through clear communication, integrity, and accountability, and through developing and fostering the leadership capabilities of team members.

## Expected Time Commitment

Up to 3-4 hours per week, increasing to 6-10 hours per week between March and June, peaking during the Pint of Science festival week in May.

## Term

This position is being filled for a minimum of one Pint of Science Australia season (July of the current year, until end of August the following year to cover financial reporting commitments). This term may be extended upon mutual agreement between the incumbent and their supervisor.

## Key Selection Criteria

### Essential

- Experience with financial management
- Experience with managing sales and electronic payment systems
- Knowledge of Australian tax reporting obligations
- Eligibility to apply for a [director ID](#) with the Australian Business Registry Services

### Desired

- Accounting or bookkeeping experience, especially in the not-for-profit space
- Proficiency using XERO accounting software
- Experience with Australian Charities and Not-for-Profits Commission (ACNC)
- Passion for promoting science engagement and advancing the organisation's mission

## Application Process

If you feel you meet the requirements of the role, please apply by sending through your CV, and a cover letter addressing the key selection criteria to Maria Roitman and Jin-oh Choi, Co-CEOs at [ceos@pintofscience.com.au](mailto:ceos@pintofscience.com.au).

