







# INFORMATION PACK



Director to fulfil the role of Treasurer on the MHF Board

# Position Overview

	Job Title	Treasurer   Director
	Location	Canberra (Chifley)
	Job Type	Volunteer
	Reports to	Board President
	Direct Reports	None
	Closing Info	15/04/2024

We understand life sometimes throws people challenges. We exist to help them through.

MHF provides community based health support services directly and through partnerships with the public health system, primary health providers, other community organisations and the NDIS. The service we provide are:

- Accommodation services for people facing mental illness
- Support work
- Capacity building, prevention and recovery
- Harm minimisation

Our vision is that Canberrans and the surrounding community live with hope, choice and good mental health.

This is achieved using a recovery framework, a personal journey toward the achievement of holistic wellbeing.

Working with MHF, whether as a staff member or a volunteer is a rewarding experience that enables you to excel in your role. We value continuous improvement and strive to make the organisation a little bit better each day. We have a culture that we are proud of, a culture that puts the people we are here to serve at the forefront of everything we do.

### Key Working Relationships

MHF Board; Finance Manager; Other MHF Staff and Volunteers; External Stakeholders

### Duties and Responsibilities

MHF runs a vibrant and future focussed Mental Health support service.

The role of a Non Executive Director is a strategic and governance one and the selection panel will carefully consider your experience and training through this lens. At this time MHF is specifically seeking directors with the prerequisite skills and experience to take on the Treasurer portfolio.

#### Required Skills and Experience

- Formal qualifications in accounting or financial management
- Demonstrated experience in management accounting, for example:
  - Budget oversight
  - Grant oversight
  - Business case development
  - Activity based costing

## Role Specifics

Complementary skills as set out below will also be favourably considered:

- CPA and CA, or working towards either
- People with lived experience in Mental Health;
- Governance and / or experience on NFP Boards;
- Mental Health sector experience;
- Experience working with and within the ACT or NSW Health system;
- Legal expertise;
- Marketing and Communications; or
- Information technology and cyber security

This role will be attractive to finance professionals with experience on Boards of not-for-profit organisations or people looking to use their skills in the mental health sector to gain valuable governance experience.

This role may involve working from home, so access to suitable computer equipment and internet will be required.

### Hours of Work

This position is a voluntary role with an expected workload of 5-10 hours per month.

Directors are generally required to attend monthly Board meetings and to sit on Board Committees from time to time. The Treasurer will also be required to meet with the Finance Manager monthly, prior to reporting to the Board.

### Pre-Engagement Checks

As MHF's work involves staff being in direct contact with vulnerable people, all staff, whether paid or unpaid are required to complete a Working with Vulnerable People check with NDIS Worker Screening. All directors are required to hold an Australian Director Identification Number.

MHF will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

### General Information

All staff, whether paid or unpaid are required to adhere to MHF's Code of Conduct and Organisational Policies during the course of their engagement.

MHF acknowledges Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and sovereign custodians of this land. We pay our respects to Elders past, present and emerging.

MHF also acknowledges the individual and collective expertise of those with a living or lived experience of mental health. We recognise their vital contribution at all levels and value the courage of those who share this unique perspective for the purpose of learning and growing together to achieve better outcomes for all.

We are committed to the safety and wellbeing of people of all ages. We welcome all people irrespective of ethnicity, lifestyle choice, faith, sexual orientation and gender identity.