

WE PROUDLY
GIVE A DAMN.



Social Enterprise Collective



deakinseco



www.seco.org.au

Position: Treasurer

Applications Close: 5:00 PM, 15 August 2017

About SeCo

Who are we: SeCo is the destination for young leaders and change makers in Australia who want to use business as a tool for change. We seek to leave the world in a better place than how we found it.

Our Vision: Our vision is a world where all youth-led enterprises and businesses are underpinned by purpose and social impact

Conference: Our Young Social Entrepreneurs Conference held at Deakin University provides the platform for the next generation of leaders to connect with ambitious, like minded university students and social entrepreneurs who proudly give a damn. The conference regularly sees over 100 passionate young people come together from across the country to share ideas and innovation.

The Job

The Treasurer will work on all financial matters related to SeCo in order to maintain financial records, processing payments and reimbursements, sponsorships, administrating all requirements with regards to grant applications and preparing budgets.

*This role requires a passionate, committed and enthusiastic person who is excited by social enterprise (Melbourne based examples include [Thankyou](#), [Who Gives a Crap](#) and [YGAP](#)). The time commitment for this position will average **7 hours per week**. You must commit to the position for a **minimum 1 trimester**.*

The applicant will be driven, passionate and well aware of Social Enterprise & SeCo's values/mission. Basically, we're after someone who is ambitious, hard working and driven, certainly no CV stackers! If this sounds like you, apply today.

Responsibilities

- Prepare budgets, with careful regard to financial sustainability and growth
- Ensure smooth operation of all financial matters and timely payments of invoices
- Ensure proper compliance and governance is maintained with student union and consumer affairs Victoria (as we are an incorporated entity).
- Record receipts and payments made by the club
- Prepare reimbursement forms and payment request forms
- Liaise with different accounts payable departments within the university including the Faculty of Business and Law
- Keep financial records of the club in good order
- You will be required to attend **fortnightly** Team Meetings held at Deakin University Burwood Campus.



Requirements

- Passion for Social Enterprise and entrepreneurship.
- You must be able to work independently and take initiative
- Basic knowledge of accounting
- Basic knowledge of Excel
- Excellent communication and organisational skills

Further Info

You can read about Social Enterprises/Entrepreneurship on the following websites:

- www.seco.org.au
- <http://tdi.org.au>
- [You can also watch past conferences on our youtube channel](#)

How to apply

All applications must be sent to enquiries@seco.org.au with a CV (or link to your LinkedIn) and cover letter which addresses why you're interested in SeCo and why you are the right candidate for this position.