EXPRESSION OF INTEREST · VOLUNTEER POSITION

Secretary, AMSI Foundation

Reports to: Chair, AMSI Foundation Board · **Time commitment:** 1–2 days per month · **Location:** Remote, with online Board meetings

The AMSI Foundation

Established in 2016, the AMSI Foundation Trust (the Trust) is a Public Ancillary Fund that raises and distributes funds for the benefit of the Australian Mathematical Sciences Institute (AMSI) and the mathematical sciences in Australia.

AMSI Foundation Ltd holds the Trust's assets in bank and investment accounts. Through its Board of Directors, it makes sure the Trust complies with all legal and regulatory requirements. AMSI carries out the Foundation's day-to-day operations, overseen by the AMSI Director, who is also a Director of AMSI Foundation Ltd.

The role

The Secretary is an officer of AMSI Foundation Ltd. Because the company exists solely to act as trustee, the Secretary is also responsible for making sure the Trust is administered properly.

This is a senior finance and compliance role. The Secretary makes sure the Foundation meets its obligations under the Australian Charities and Not-for-profits Commission (ACNC), the Australian Taxation Office (ATO) Public Ancillary Fund Guidelines and the Trust Deed. The Secretary reports to the Chair of the Foundation Board. They work closely with the AMSI Director and the AMSI Executive Assistant, who provides governance support to the Foundation.

Key responsibilities

- Ensuring decisions are consistent with the Trust Deed
- Ensuring compliance with the Public Ancillary Fund Guidelines
- Maintaining complete and up-to-date financial records
- Recommending the annual distribution and coordinating Board approval
- Liaising with the Foundation's investment advisor
- Working with Board members and AMSI staff on banking transactions and transfers for the Foundation
- Filing the annual information statement with the ACNC on time
- Maintaining the company's statutory records with the ACNC
- Overseeing the annual audit
- Preparing finance and compliance reports for the Board
- Attending Foundation Board meetings online
- Liaising with the AMSI Executive Assistant on governance support

Selection criteria

Essential

- Professional qualifications and experience in the mathematical sciences, finance, accounting or business
- Strong attention to detail, sound judgement and high integrity
- A willingness to learn the financial reporting and regulatory requirements for Public Ancillary Funds and charities

Desirable

- Experience in board governance or Australian charity governance
- An interest in charities and the mathematical sciences

How to apply
Please email a brief outline of your relevant experience to **enquiries@amsi.org.au**.