



National Corporate Services Director

Landcare Australia is an environmental not-for-profit company whose main objective is to attract corporate sponsorship to support landcare and coastcare projects. It is also charged with increasing media impact and exposure for the Landcare and Coastcare brands and group activities, and promoting the achievements of the Landcare movement through such events as the Landcare Awards.

Role Summary

The National Corporate Services Director is a key role within the organisation. This position is responsible for the financial control, company secretarial, administration and governance of the Company. The position includes the role as Company Secretary as well as management of support processes in the areas of human resources, legal and Intellectual Property.

The full-time position reports directly to the Chief Executive Officer. The Company Accountant and Accounts Clerk report to this position. The role is located in either Melbourne CBD or Chatswood, NSW.

Key responsibilities include:

- To provide effective, accurate and clear financial management of the company.
- To maintain legal compliance with all appropriate regulatory requirements for the operation of the company.
- To develop and maintain systems to control and manage key company documents.
- To develop and manage all governance structures associated with Bequests.
- To develop systems to protect the company's IP.
- To build strong productive relationships with key service providers.
- To provide a level of overall leadership within the company.
- Provide Effective, accurate and clear financial management of the company:
- Maintain legal compliance
- Develop and Maintain systems to control key company documents
- Develop and maintain governance structures for Bequests\Develop systems to protect the company's Intellectual Property (IP)
- Build strong productive relationships with key service providers

The successful candidate will require comprehensive skill and experience in accounting and financial reporting, management and financial systems, corporate governance and Company secretarial, contracts and legal issues management, relevant tertiary qualifications in financial management, accounting and company secretarial and membership of relevant recognised professional body (CA/CPA).

It would be highly desirable for the candidate to have an understanding of tax issues applying to a Not for Profit, experience in managing IP, insurance knowledge, human resources policies and procedures, experience in Estate management or management of large bequests, experience in liaising and reporting to government, Not for profit / community experience and legal qualifications.

If the successful applicant is Melbourne-based, significant travel to Sydney will be required in the first six months.

For a full position description, please contact recruitment@landcareaustralia.com.au
Please email a cover letter and CV to apply. Deadline for applications is 13th August 2010.