

AALA National Finance Officer – Volunteer | Position Description

About the role

- Financial planning, budgeting tasks, membership management and analysis
- General support to AALA's Treasurer and the National Executive Committee
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing cultural diversity in law

The Role

The successful candidate(s) for this role will assist AALA's National Treasurer in managing the financial and membership matters of AALA.

Primary Responsibilities

- Work closely with AALA's Treasurer to manage the financial and membership matters of AALA National Committee
- Act as the liaison point for financial and membership matters between the Treasurer and the National Executive Committee
- Assisting with preparing financial reports, budgeting, data analysis and other administration tasks

Skills Required

This role will suit candidates who possess the following transferable skills:

- Microsoft Office skills, in particular Microsoft Excel
- Competent in data analysis
- Ability to work collaboratively
- Effective engagement of a range of stakeholders
- Well-developed verbal and written communication skills
- A commitment to quality service standards and delivery

A finance or accounting background is preferred but not required.

Time commitment and application

For the successful applicant a commitment to AALA's objectives is essential. You are expected to volunteer, on average, 3 hours of your time per week.

Term of appointment

12 months, subject to a 3-month trial period.

How to apply

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to treasurer@aala.org.au **by 9 May 2021**.

About the organisation

Asian Australian Lawyers Association (**AALA**).

The AALA is the first incorporated association in Australia to focus on the growing number of Asian Australian lawyers in the profession, as well as other lawyers with an interest in Asia. Our members hail from more than 10 countries in Asia and, between them speak almost 20 different Asian languages and dialects. We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers. The objectives of AALA include:

- 1.** To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
- 2.** To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
- 3.** To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
- 4.** To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
- 5.** To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
- 6.** To promote a mutual understanding of Australian and Asian legal systems; and
- 7.** Such other purposes as the Association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.