

Company Introduction

The South African Education Project (SAEP) is a non-profit organisation offering a holistic experience to children and young people.

Their programmes intervene at three critical phases in the educational journey, namely Foundation phase, High school phase and through a post-Matric programme.

SAEP's mission is to prepare and motivate children and youth from under-resourced communities to thrive through education, life skills, and psycho-social support. Their vision is a generation of motivated South African youth, equipped with education and life skills to maximise their potential and contribute to society.

Find out more via their website (www.saep.org) and [Annual Report 2020](#).

The Role

SAEP is looking for a motivated passionate individual who would like to contribute to the non-profit sector and make a difference to other people's lives.

The Treasurer is required to:

- Regularly review SAEP's finances.
- Report to the board on financial status.
- Ensure that annual audits are conducted as required under SAEP's constitution and bylaws.
- Provide financial advice to the CEO and board.

The Treasurer's accountabilities are ensuring that:

- The auditor reports privately to the Finance and Audit Committee regarding any concerns they have with respect to the adequacy of internal financial controls established by management.
- External financial reporting adheres to generally accepted accounting principles (GAAP).
- All government withholdings, remittances, income tax filings and Work Safe BC remittances are made by the due dates.
- No borrowing, whether short-term or long-term, is made without prior approval of the board.
- Adequate liability protection for board members, other volunteers and staff is maintained through indemnification and/or insurance.
- Accounting and finance systems are protected through internal controls adequate to reasonably protect the organisation.

Non-Executive Director and Independent Treasurer

Search Specifications

Location	Ideally based in Cape Town, South Africa
Meetings	6 board meetings per annum of approximately 2 hours each
Director Fees	Non-paid role
Skills and Expertise Required	<ul style="list-style-type: none"> ▪ CA (SA) or similar ▪ Excellent insight into financial information ▪ Ability to identify issues and make recommendations on reporting and financial processes ▪ Audit skills would be a bonus
Authorities	<ul style="list-style-type: none"> ▪ Chair the Finance and Audit Committee as a voting member ▪ Approve agendas for the Finance and Audit Committee ▪ Approve for circulation draft minutes of Finance and Audit Committee meetings
Commencement	As soon as possible

Under the regulations of the organisation, the Treasurer is a board member elected by the members of the board.

The tenure of the Treasurer will normally be up to two years and is renewable limited only by the total term of the individual's appointment to the board.

This advertisement is being run by Sirdar as part of their Board Member Search offering. The board appointment process is fully managed by the client named herein and Sirdar cannot accept any responsibility for the application and appointment process or the outcomes thereof. Appointment of candidates will be at the discretion of the client's organisation.

If candidates have not received feedback within 30 days, it should be assumed that their application has not been successful.

