



We are looking for our Treasurer

Help shape the future of our neighbourhood

Community 3004 is seeking a Volunteer Treasurer to join our Committee of Management. We are a volunteer-led organisation connecting people around Fawkner Park through local events, environmental initiatives, partnerships, and advocacy to build a vibrant, inclusive community.

The Role

As Treasurer, you will help keep Community 3004 financially sustainable, transparent, and well governed.

How You Will Make A Difference

- Overseeing organisation finances, banking, income, and expenses
- Maintaining financial records and preparing simple reports
- Supporting grant and charity reporting
- Attending monthly Committee meetings

What We Are Looking For

- Collaborative, organised, and comfortable with basic financial administration
- Confident using Microsoft 365, Xero, and online banking (or willing to learn)
- Willing to become a member of Community 3004

Previous Treasurer or bookkeeping experience is welcome, but not essential. We provide a full handover and ongoing support to help you settle into the role.

At Community 3004, we are committed to building a welcoming, inclusive space.

We encourage expressions of interest from people of all ages, backgrounds, and experience levels.

Ready to get involved?

Please send your expression of interest to hello@community3004.org.au by **Friday 14 August 2026**.