



INDEPENDENT DIRECTOR AND OFFICER VACANCY

Organisation name: Ballardong Native Title Charitable Trust

Application Timeline:

Applications open: 7 May 2015

Applications close: 5.00pm WST, 27 May 2015

Contact:

Name: Andrew Morgan

Telephone No: 08 9324 8965

Email: nt@aetlimited.com.au

Ballardong Native Title Charitable Trust

- Opportunity to utilise your excellent business and communication skills
- Challenging and rewarding role
- Perth Based Traditional Owner Group

The Ballardong People are potentially seeking the services of an Independent Advisory Trustee to assist and work with a group of 6 other Traditional Owner Advisory Trustees and the Trustee (Australian Executor Trustees) in respect of a Charitable Trust which exists for the benefit of the Ballardong People.

You will work closely with both the Traditional Owner Advisory Trustees and the Trustee representative in attending approximately 4 Advisory Trustee meetings each calendar year. The role also may also involve assisting with special projects associated with the operation of the Charitable Trust, set up for the benefit of the Ballardong People.

Key responsibilities will include:

- Assessing applications for assistance from the Charitable Trust;
- Assisting with the creation of, and ongoing review of accumulation, investment and distribution policies;
- Assisting as required in regards to ongoing strategic planning;
- Budgeting/Forecasting/Reporting; and
- Attending meetings of the Advisory Trustee Committee as required (typically 4 meetings held per year), usually held in Perth, usually just run and completed in one day.

To be successful you must possess the following:

- Excellent verbal and written communication skills;
- Previous experience in dealing with Traditional Owner Groups;
- Ability to interpret and apply guidelines contained within Charitable Trusts;
- Basic knowledge of Native Title principles and laws;
- Willingness to work with the Traditional Owners and the Trustee for the benefit of the Ballardong People; and
- Willingness to learn about the Ballardong People and their Culture, as deemed appropriate by the Traditional Owner Advisory Trustees

In addition, the following will be well regarded:

- Skills and qualifications within the finance or accounting industries /sectors;
- Experience and ability to perform due diligence assessments of businesses or varying sizes; and / or
- Previous experience in regards to similar roles

Please forward your resume and cover letter via e-mail to: nt@aetlimited.com.au to be considered for this position. You will also be required to submit a fee proposal for the role based on:

1. Daily attendance fee (at set rate) at Advisory Trustee meetings, based on actual attendance. The definition of a "day" is where the meeting itself commences at 9.30am and concludes at 3.30pm. Time for travel to and from the meeting is included in such rates; and
2. Other duties as specified/required surrounding the activities of the trust, charged at an hourly, professional rate. Actual time spent may be variable, but will involve activities such as strategic planning, policy review and creation, due diligence assessments and budgeting.

In short, a basic level of commitment will be required, plus the ability to increase capacity to perhaps up to 10 hours a month if requested.

Applications should be received by no later than 5.00pm WST on Wednesday the 27th of May 2015.

Should you have any questions please do not hesitate to contact:

Andrew Morgan
Manager, Trustee Services – Native Title
Australian Executor Trustees Limited
Phone: (08) 9324 8965

Strictly no recruitment agencies