



TREASURER APPLICATION PACK

About Us

The Turning of the Ages Mystery School (TOTAMS) is a totally unique school dedicated to helping global humanity achieve its highest purpose using astrology, cosmology, ceremony, and spirituality. TOTAMS, officially the Shamanic Astrology Mystery School DBA Turning of the Ages Mystery School, is a 501c3 Educational Non-Profit Organization with the registered purpose: “To provide transformational education and teaching to activate original intent for global humanity through personal and planetary empowerment.”

To achieve this we offer comprehensive trainings, astrology certification programs as well as resources, regularly scheduled events, and community membership options. As a modern “Mystery School” we aim to reveal what had been previously hidden, deemed occult, or reserved for only a privileged few based on direct initiatory experience. We recognize that global humanity is experiencing a great turning point in the largest known cycles of history, and therefore take it as our mission to promote and nurture the creation of “seed people,” those with the skills and knowledge necessary to help forge a brighter future for all

Background to Role

Operating as a mystery school also means we are continually learning ourselves, adjusting our teachings and ways of operating as needed. TOTAMS is at an important stage of its organizational development and we are in a period of transformation, rebranding and re-imagining our strategy in line with current times. We are currently undergoing great changes in our school and are transitioning to new ways of delivering our mission and expanding our reach.

In line with this change, we are seeking a Treasurer for the Board of Directors with the skills, expertise and time to assist us to uplevel our financial systems, procedures and accountability. While financial matters are the responsibility of all trustees, TOTAMS’ Treasurer is instrumental in guiding the President, Managing Director and other Trustees with advice, guidance and reassurance on all aspects of the charity’s financial management and reporting and controls.

Role Purpose – Ordinary Trustee

1. Ensure that TOTAMS complies with all relevant charity law & regulations and does not breach any requirements or rules set out in our governing documents.
2. To provide strategic oversight and input into the running of the organization .
3. To contribute towards securing a sustainable funding base for the organization.

Role Purpose – Treasurer

In addition to the role of an Ordinary Trustee, the Treasurer shall serve in a capacity to manage and keep the Board informed of the financial well-being and affairs of the organization.

1. To monitor the financial administration of TOTAMS.
2. Support & guide the Board of Directors in understanding and making sound decisions based on the ongoing financial position of the organization.
3. Ensure financial procedures are in line with best practice, and in compliance with all relevant governing documents and legal requirements.

Main Duties and Responsibilities

1. Oversee and present budgets, internal management accounts and annual financial statements to the Board;
2. Lead in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled and spent, risks are understood and adequate reserves are maintained;
3. Lead in the development and implementation of operating financial policies, systems and procedures;
4. Act as a signatory on TOTAMS' bank accounts and annual filings;
5. Ensure the timely submission of all statutory annual reports, filings and taxes required by law;
6. Mentor and support the Managing Director on financial matters of TOTAMS, support with book-keeping;
7. Chair a Resources Sub-Committee of the Board (responsible for finance and fundraising);
8. As Treasurer, sit on the Chairs Sub-Committee of the Board, being the group of Chairs of all committees and a central governance platform for cross cutting issues;
9. Comply with any additional duties of the Treasurer outline in TOTAMS' Bylaws.

Logistics

- **Location:** Board Members are spread around the world and meetings are held online, typically through Zoom.

Time Commitment (regular and ongoing): The Board meets online monthly for 2 hours per meeting usually at 4pm PST. Trustees are expected to attend these meetings and assist with relevant matters between meetings. TOTAMS is a small non-profit organization with only 1 staff member currently; Trustees are therefore expected to support the running and operations of the school by completing tasks relevant to their interest and skills and committing the time necessary to achieve this. A minimum of 10 hours per month can be expected.

- **Additional Time Commitment (initially):** The Treasurer will be responsible for supporting the Managing Director to create new systems, procedures and streamline our accounting practices. Exact needs can be guided by the Treasurer but current identified needs include: setting up Quick Books with a Chart of Accounts, creating an annual budget and income forecast, developing a cash flow tracking system, developing a financial policy & procedures manual, and developing a reporting system for the Board. We are looking for a candidate who has the time and expertise to support this with these tasks in the first few months of working with us.
- **Duration:** We are looking for individuals who can commit to our Board for 4 years (2 terms of 2 years each), absent unforeseen circumstances which prevent this.
- **Salary:** This is an unpaid position. Reasonable expenses can be covered if applicable.

About You

You will live the values of TOTAMS, keeping the best interests of our Board Members, Staff and beneficiaries of our work at the heart of decision making. You will have the capability to support our Strategic Plan, working closely with the President and Managing Director to ensure the organization remains well governed and able to deliver our mission.

As Treasurer, you will have background knowledge and understanding of the Non-Profit sector and the specific financial circumstances we may encounter.

Experience	Skills & Technical Competencies	Qualities
<ol style="list-style-type: none"> 1. A recognized professional financial accounting qualification (e.g. CIMA, ACA, ACCA or CIPFA) 2. Demonstrable financial management experience) and a thorough practical understanding of management accounting principles and techniques. 3. Experience of working within a non-profit organization finance role (desirable). 4. Previous (or current) experience as a Non-Profit Board Member (desirable). 	<ol style="list-style-type: none"> 1. Knowledge of the TOTAMS paradigm and astrological approach or dedication to learning this 2. Proven ability to make and act on strategic and critical decisions. 3. Knowledge of non-profit organization governance, administration and regulations. 4. An ability to foster positive working relationships with a diverse range of people. 	<ol style="list-style-type: none"> 1. An understanding of, and commitment to, TOTAMS' vision, mission, values and approach. 2. High level of personal integrity and commitment, with highly developed interpersonal, team working and communication skills, resilience and gravitas.

How to Apply

Your application should include a tailored CV/resume of no more than 2 sides, an application letter of no more than 1 side and your astrological birth information (date, time and location of birth). Your letter should detail your relevant experience, ensuring this is in line with above role description and person specification and should highlight your interest in TOTAMS and your motivation for joining our Board. Applications should be sent to info@turningoftheages.com before September 15th. If shortlisted, you will be invited to interview with the President and other members of the board of directors.