



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 the AALA National Treasurer in managing the financial and membership matters of AALA.

Specific responsibilities include:

- Work closely with the AALA National Treasurer to manage the financial and membership matters of AALA National Executive Committee
- Act as a liaison point for financial and membership matters between the AALA National 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 **6pm AWST Sunday 6 March 2026**.

About the organisation

Asian Australian Lawyers Association (AALA)

AALA is the peak body for Asian Australian lawyers and lawyers with an interest in Asia regardless of background. We are a national, not-for-profit, volunteer-run organisation with Branches in all States and Territories.

We endeavour to foster cultural diversity and exchange in the Australian legal system and to help build connections with Asian legal systems.

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, and the non-profit and international sectors.

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.