JOB TITLE: NATIONAL TREASURER

JOB SUMMARY

To ensure the smooth and efficient management and control of the Association finances and effective communication of the same

RESPONSIBLE TO

National President

DIRECT REPORTS

- Treasurer Elect
- Finance Committee

RESPONSIBILITIES AND DUTIES

Responsible for:

- Managing the day-to-day accounting records of the Association
- Preparation of Annual Accounts for the Association
- Overseeing the audit process and liaising with the Auditors
- Preparation of Financial Budgets for the forthcoming year and management of variances
- Provide expert financial advice to the Board of Directors and Management Board
- Organising and managing the Finance Committee
- Effective communication of all financial matters, both to the National Council and members
- Presentation of a full financial update to members at the Annual General Meeting
- Recommendation of the annual capitation fee
- Ensuring that adequate financial controls are in place
- Advice on, and implementation of, the financial objectives of the Association's finance strategy
- Ensure the smooth running of the day-to-day financial activities of the Association to include effective credit control

41 Club is a Company limited by guarantee. The Treasurer is designated as a Company Director. As such the Treasurer will be required to meet the requirements placed on Company Directors, as defined in the accompanying job description entitled "Main Board Director".

PERSON SPECIFICATION

Skills and Knowledge

Essential

- An accountancy or similar qualification

- Proven history of financial control
- Ability to implement strategic initiatives
- Proficient in the use of up-to-date proprietary accounting systems and software
- Ability to take personal responsibility and have the confidence to make difficult or potentially unpopular decisions.
- Ability to exercise judgement around sensitive issues.
- Ability to think creatively
- Excellent written, verbal and interpersonal communication skills
- Team member

Desirable

- Proven proficiency in the management of financial controls

Key Activities

- As a member of the Management Board implement decisions made by Board Members and conduct the business of the Association
- Be responsible for the control of all financial matters of the Association
- Be responsible for full communication of all financial matters of the Association