

Hon. Treasurer Role Description

Job Title:	Honorary Treasurer (also a Director of GDA LBG)
Responsible to:	Chair
Main Purpose:	To assist the Chair in the smooth running of the Charity, with a particular focus on finances.
Time Commitment:	Two evening meetings a month (Exec meeting & main GDA meeting) Two hours a month preparing for meetings Four hours a month of project work

Specific duties of Hon Treasurer:

1. Maintain an overview of the charity's financial affairs
2. Ensure the charity's financial viability
3. Ensure that proper financial records and procedures are maintained.
4. Present budgets, accounts and financial statements to the Exec
5. Draft the Annual Accounts and present at the AGM for approval
6. Manage the GDA's banking and investments
7. Manage the charity payments in and out (may be delegated to volunteer)
8. Ensure that the charity has an appropriate reserves policy
9. Liaise with any paid staff and volunteers about financial matters

General duties of a Director of GDA LBG:

10. To contribute actively to the Executive Committee in giving firm strategic direction to the organisation and evaluating performance.
11. To safeguard the good name and values of the organisation and promote its work.
12. To ensure the effective and efficient administration of the organisation.
13. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects.
14. To appoint any staff members and monitor their performance.

This role description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and the role description may be amended in consultation with the post holder.

March 15th 2013

Hon Treasurer

Person Specification

Essential

1. Accounting qualification and experience
2. Strategic thinking
3. Organised, detailed and precise.
4. Empathy with disabled people and with the charity's aim to achieve equality for disabled people and their families.
5. Confident with email and spreadsheets.

Advantageous

1. Personal or family experience of disability.
2. Experience of working/volunteering for a charity.

Background Information

GDA website is www.disabilityalliance.org.gg.

Search "Guernsey Disability" to find Facebook page.