

## Role Description

### FINANCE DIRECTOR

#### Primary Objectives

To contribute actively to formulating, reviewing and supporting the strategic aims and objectives of *abcd*, carrying out financial and other responsibilities as a Trustee under the constitution and the law.

To contribute particularly to the Association's strategic planning, fund raising, and financial management and qualitative reporting.

To fulfil the duties of Treasurer, where a separate post-holder has not been appointed, in accordance with the job description applicable to this post, as may from time to time have been agreed by the Board

#### Specific Duties

To attend all meetings of the Board of Trustees, the Annual General Meeting and the Advisory Council as appropriate

To contribute skills, interests, experience and contacts to support the organisation in furtherance of its objectives

To promote the interests of *abcd* wherever possible.

To keep familiar with the activities of the *abcd* membership, taking part or observing wherever possible

To fulfil particular roles and responsibilities as agreed with the Chair

To work with the Treasurer (if a separate post) and General Secretary to prepare the annual budget and other forward plans

#### Practicalities

The Trustees meet five or six times each year on a weekday in London

The Advisory Council meets four times each year on a Sunday in London or Birmingham

Reasonable travel and accommodation expenses are refunded

Each Trustee should have a copy of the Memorandum and Articles of the Association, the most recent annual accounts, a Yearbook, a copy of the current strategic plan, any other key documents, and The Charity Commission booklet Responsibilities of Charity Trustees (March 2002)

#### The Person:

##### Essential

- a) Should hold/have held a senior finance post or similar responsibility.
- b) Should have a keen interest in music making.

##### Desirable

- c) Accountancy qualification,
- d) Fundraising skills,
- e) Particular interest in choral music