

ASSOCIATION OF BRITISH CHORAL DIRECTORS (*abcd*)

Job Description



ASSISTANT TREASURER

Primary Objectives

To keep the Association's books of account and process all its financial transactions, reporting to the Board of Trustees and working closely with and supporting the Finance Director and General Secretary, according to the policies and procedures laid down by the Council and Trustees.

Specific Duties

To maintain up-to-date financial records, promptly process payments receipts and deposits, and facilitate the annual audit.

To attend *ex officio* and make reports to meetings of the Council and the Annual General Meeting if required.

To prepare, in collaboration with the Finance Director and General Secretary, the annual budget and quarterly summary reports of the Association's financial performance against budget and previous year.

To liaise with volunteers organising regional events regarding budgets and controls.

To promote the interests of *abcd* wherever possible.

Practicalities

The Trustees meet between four and six times each year on a weekday in London.

The Advisory Council meets four times each year, three times on a Sunday in London and once usually during the Association's annual convention.

The Assistant Treasurer is remunerated on an hourly-rate basis. The hours worked will depend on the Association's calendar of activity with the peaks before and after the annual convention and the training courses and during the preparation of the Annual Report and Accounts. The hours worked will be subject to agreement with the Finance Director and General Secretary.

Reasonable equipment, stationery, overheads, travel and accommodation expenses are refunded.

The Assistant Treasurer should have a copy of the Memorandum and Articles of Association, the most recent annual accounts, a Yearbook, a copy of the current strategic plan, and any other key document.

The Person:

Essential

a) The Assistant Treasurer should ideally have an Accountancy or Chartered Secretary qualification, or, without a qualification, should be able to demonstrate significant and appropriate experience of bookkeeping for a charity or limited company.

b) The Assistant Treasurer should have a sympathetic understanding of the issues facing voluntary organisations.

Desirable

Should have a keen interest in music making.