

Role Description

FINANCE DIRECTOR/HONORARY TREASURER

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 oversee the work of the Assistant Treasurer/Bookkeeper and providing close scrutiny of the Association's financial operations.

To fulfil the role of Company Secretary, including the submission of all required documents, and maintaining the Company's registered address which is held at a remote location.

Specific Duties

To attend meetings of the Board of Trustees and, if appropriate, the Advisory Council and also the Annual General Meeting and provide regular financial reports at Trustee and Council meetings.

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 Assistant Treasurer and General Secretary to prepare the annual budget and other forward plans, to oversee the preparation of the Association's Annual Report and Accounts and present them to the Annual General Meeting.

Practicalities

As the Finance Director is a trustee of the charity, the post is unpaid.

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.

Reasonable travel and accommodation expenses are refunded.

Each Trustee 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, any other key documents, and The Charity Commission booklet 'The essential trustee: what you need to know, what you need to do (CC3)'.

The Person:

Essential

- a) Should have some experience as a Treasurer or Finance Director of another organisation or a background in business management.
- a) Should have a keen interest in music making.

Desirable

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