

Deputy Treasurer Role

The treasurer's role is to ensure the financial integrity of the local institute is maintained, providing regular financial reports and any budgetary concerns to the council. They sit on the main council, as well as the finance and governance committee to keep up to date of all budgets and on-going council matters.

They will remain in charge of processing all payments from the bank account; however, assistance with this is needed from time to time.

A deputy is required to support the treasurer in their role and to check financial integrity is being maintained. It is important that there is a backup person for the treasurer should there be circumstances that leave this position empty. The intention would be for the deputy to take over as treasurer in due course and for this to be a smooth a process as possible.

This is a good opportunity for a candidate who wants to develop their knowledge of how the local institute works, raise their profile within the local market, develop new contacts, network and learn new skills to include on their CV.

The skills we are looking for are:

- Attention to detail.
- Confidence to question committee members on matters of concern.
- Ideally some knowledge of how the IIM, committees & council works, although this can be developed.
- Flexibility from employer & willingness to attend meetings.
- Prepared to give up own time if necessary.

Main responsibilities

- Sit on the finance & governance committee and council.
- Assist the treasurer with reviewing budgets from committees
- Assist the treasurer with reviewing contracts from venues we are looking to engage
- Help generate reports for council meetings
- Ensure that financial transactions are appropriate and financial affairs are conducted within the local institute's constitution.
- Report to council on the results of local institute events and investments and make recommendations as to any future actions that should be taken.
- Assist with audits & checks of the local institute's accounts and annual financial statements.
- In the event of concern of a material malpractice or that the local institute is likely to become insolvent, report the concern to the CII.
- Help process payments in the treasurer's absence
- Ensure that all necessary returns are submitted to the CII, via the local institute accounts tool.
- Assist with any special grant applications to the CII
- Ensure bank accounts are reconciled periodically and within a reasonable timeframe.