

# **Financial Officer**

## **Term of office**

4 years and a minimum of 1 PA per fortnight (including meetings)

## **Job purpose**

1. To ensure sound financial management of Devolved Nation or Division funds.
2. To act on behalf of the College Treasurer.

## **Key responsibilities**

- Be familiar with a range of College guidelines, e.g. on sponsorship, on the production of newsletters, on allowable expenses to members and speakers at conferences, including correct presentation of claims for reimbursement etc.
- Arrange an initial and ad hoc meetings with the Division Manager.
- Attend College training workshops for Financial Officers.
- Receive and review monthly management accounts from the College's Finance Department.
- Prepare an annual business plan for presentation to the Executive Committee and the College Treasurer to indicate likely income, expenditure and reserves over each twelve-month period.
- Present a quarterly report and statement of accounts for circulation with each Executive Committee meeting's papers, indicating performance against business plan.
- Where necessary, share in the preparation of a joint meeting agreement if another Faculty, Division Special Interest Group or outside is involved.
- Ensure appropriate financial governance for all conferences run by the Division.
- Authorise, in liaison with the Chair, any variation in budget expenditure that occurs during the course of a meeting.
- Assist the Chair and Division Manager with the preparation of a budget for all project work or for the establishment of a prize or lecture, for consideration by the Executive Committee and for submission to the Council.

- Liaise with the Executive Committee and Vice Chair over forwarding information to the College Professional Standards Department about prize winners and request cheques as necessary from the College Finance Department in time to allow for presentation.
- In liaison with the Division Manager monitor the number of mailings to members each year.
- Inform the Chair/College Treasurer if a deficit is anticipated or if accounts are substantially in deficit and likely to remain so.
- Liaise with the Chair and College Treasurer over steps to eradicate any significant deficit and to ensure that while in deficit, no expenditure on mailings or activities is incurred without the express prior permission of the College Treasurer.
- Ensure that income is used only for those purposes set out in the College and that no separate account is established outside the College.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint upheld, he or she may be subject to the courses of action set out in the Procedure.

Such courses of action may but are not limited to, removal from College office, or offices.