

Treasurer Role Description

1. Executive Officers

The overriding role of the Executive Officers (President, Treasurer and General Secretary) is to work together to monitor the affairs of the Society so as to support the President and Council in deliberations and decision-making.

The Executive Officers will maintain close and regular contact with the Chief Executive and Chief Operating Officer. This approach allows the Chief Executive to oversee general operational and management affairs between Council meetings. The Executive Officers will, in turn, maintain close and regular contact with other members of Council to keep them abreast of issues as, and when, appropriate.

2. Generic duties

1. To provide leadership in their respective areas on behalf of Council and the Society as a whole. This includes the development of strategy and the delivery of Council policy, including working with partners.
2. To attend Council meetings and the Annual General Meeting.
3. To attend meetings of committees, working parties or task forces, as determined by Council.
4. To represent the Society at other events or functions (e.g. dinners and receptions), as determined by Council.
5. To contribute to Society publications and other communications activities.
6. To sit on search committees for senior staff appointments and members of Council.
7. To chair their respective committee(s) and other relevant meetings and, through that role, to maintain oversight of, and guide, the relevant activities of the Society.
8. To provide information and advice to the Finance Committee and to Council on the business and progress of their committee(s) and any other issues relevant to their appointed position.
9. To liaise with relevant staff, particularly in relation to strategy, planning and implementation activities.
10. To liaise with external bodies, stakeholders and partners of the Society.

3. Specific duties

1. To guide the overall conduct of the Society's finances at strategic and policy levels.
2. To liaise with the Chief Operations Officer and other senior staff with responsibilities for income, expenditure and investments.
3. To chair Finance Committee and report to Council on developments.
4. To sit on the Audit, Risk and Evaluation Committee and liaise with its chair where necessary.
5. To be responsible for the Society's investment policy and monitor its investment portfolio.
6. To act as the principal signatory or authoriser of cheques or online bank payments over £10k.
7. To approve and sign the Annual Reports to the Charity Commission and Companies House on behalf of the Trustees.
8. To serve as panel member for certain Society grant schemes, and to monitor grants policy.
9. To sign the Letter of Adjustments on Council's behalf.

10. To consider and make decisions on exceptional expenditure outside of agreed budgets, as requested by the Chief Executive.

4. Person specification

Essential attributes

1. Strong credibility among the membership of the Society.
2. Experience of working with the Society at different levels.
3. An interest in finance management and governance, and a willingness to attend courses and conferences to increase expertise.
4. Experience of taking management responsibility for significant units of activity either within the Microbiology Society, another Society or their home institution.
5. A good committee Chair.
6. A good communicator.
7. Good people skills.
8. A reputation for fairness, transparency and good governance.

Desirable attributes

1. Understanding of, and interest in, financial management and investment.
2. Experience of organising publications and/or conferences.
3. An interest in policy and outreach activities.
4. Experience of serving on Microbiology Society Council.

5. Additional comments

The incumbent needs a degree of sensitivity and diplomacy in handling financial issues that may impact on budgets, staff, etc.

The time commitment and responsibilities are not inconsiderable. Two days per month would be a conservative estimate of the time commitment. Therefore, the incumbent would need self-motivation, enthusiasm and commitment to meet the needs of the role.

Some experience dealing with budgets or significant financial transactions would be advantageous, as would familiarity with income, expenditure and balance sheet accounting.