

### **HBAA Treasurer – voluntary role**

A Director of the Association, and HBAA Board Member for the duration of the appointment.

### **Position term:**

Two years minimum preferred with option to extend

### **Criteria for being considered:**

An owner or employee from the Agency Membership sector of the Association with relevant experience in financial administration.

### **Objective:**

To be the reference and information point for the HBAA board and Executive Committee members in all financial aspects of the Association's activities.

To ensure effective communication of the current financial status to the Board and Executive Committee

To ensure all relevant accounting systems, processes and controls are robust and upheld, and are carried out in line with the Articles of Association and other statutory bodies

To liaise closely with the HBAA's appointed accountancy and legal firms to ensure compliance with current legislation.

### **Scope**

In close accordance with the Executive Director, Chairman and Executive Office who fully support the role of Treasurer, the following tasks form the basis of the role

- Prepare and present draft budgets for income and expenditure to the Executive Committee in line with the overall financial strategy and objectives
- Present Quarterly reports of the Association's financial position to the Executive Committee
- Present revised financial forecasts based on actual spend
- Oversee the preparation of accounts for audit and liaise with the Association's appointed Auditors
- Present the accounts at the AGM

- Attend the Annual Strategy meeting and other Executive Committee meetings as required/if available
  - Advise on the Association's reserves and investment policy
  - Advise on the Association's funding strategy
  - Authorize expenditure where it exceeds the approved limits
  - Oversee management of bank accounts as administered by the Executive Office.
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**NB:** *The day to day banking, accounting and financial reporting is handled by the Executive Office.*

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