

BRITISH ACUPUNCTURE ACCREDITATION BOARD

TREASURER/FINANCE OFFICER

ROLE DESCRIPTION

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The Treasurer, is responsible to the Board for its overall financial position and viability.

S/he will work closely with the Executive Secretary the Bookkeeper and with Chairs of committees on the annual budget and on financial matters generally.

S/He will liaise with the British Acupuncture Council as appropriate, and will attend any meetings on behalf of the Board with them or any other body as necessary.

In consultation with others as appropriate, he will prepare a draft budget for approval by the Board at its April meeting.

S/he will transmit annually to the British Acupuncture Council a request for funding based on the income and expenditure in the Board's budget, and will liaise with the British Acupuncture Council on financial matters as appropriate.

If necessary during the year s/he will transmit, a supplementary request for funding to the British Acupuncture Council.

S/he will present an income and expenditure report to each Board meeting, which will compare budget with actual income and expenditure and will contain a simple overview of the Board's financial situation to date.

S/he will deal with the Board's Auditors on the annual audit, and present the audited accounts to the Directors and Members of the Board at the AGM.

S/he will work with the Bookkeeper on reconciliation of the Board's cash position with the accounts, on a monthly basis.

In liaison with the Executive Secretary, s/he will scrutinise invoices from Board members and Officers for any services, allowances and expenses rendered in accordance with the agreed scales, and sign cheques.

In his capacity as 'Finance Officer' he will give any additional policy, legal, financial or management advice within his competence

S/he will receive an annually agreed remuneration for his work in this role.