

## **GDA Hon. Treasurer (Finance Director)**

October 2020

### **Background**

The Guernsey Disability Alliance (GDA) is a membership organisation for more than 40 local disability charities and individual members and carers. We support our members through policy and practice guidance and providing a voice for change (We All Matter, Eh?).

Our mission is equality of opportunity for islanders with disabilities and carers in Guernsey. We want to change how Guernsey thinks about disability.

### **Role Description**

Job Title: Honorary Treasurer (also a Director of GDA LBG)

Responsible to: Chair

Main Purpose: To assist the Chair in the smooth running of the Charity, with a particular focus on the sustainability of the GDA finances

Time Commitment: Quarterly Exec Committee meetings (1½ hours), plus preparation time.  
Other project work, average two hours a month.  
AGM once a year for presentation of the accounts

### **Specific duties of Hon Treasurer:**

1. Maintain a strategic overview of the charity's financial affairs, in coordination with the book keeper and fundraising committee member (currently vacant)
2. Ensure the charity's financial viability and sustainability
  - Including input into the fundraising strategy
3. Ensure that proper financial records and procedures are maintained in co-ordination with the book keeper (currently with GCF)
4. Present budgets, accounts and financial statements to the Exec (via the book keeper)
5. Sign off the Annual Accounts and present at the AGM for approval
6. Overview of:
  - GDA's banking
  - the GDA's payroll (completed by the bookkeeper)
  - GDA payments in and out (completed by the bookkeeper)
7. Ensure that the charity has an appropriate reserves policy
8. Ensure that regulatory requirements are met with regard to financial affairs.
9. Liaise with any paid staff and volunteers about financial matters

## General duties of a Director of GDA LBG:

1. To contribute actively to the Executive Committee in giving strategic direction to the Chair and staff (Currently two part time staff).
2. To safeguard the good name and values of the organisation and promote its work.
3. To ensure the effective and efficient administration of the organisation.
4. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects.
5. To appoint any staff members and monitor their performance.

This role description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and the role description may be amended in consultation with the post holder

## Hon Treasurer Person Specification

### Essential

- Accounting qualification and experience
- Strategic thinking
- Organised, detailed and precise.
- Empathy with disabled people and with the charity's aim to achieve equality for disabled people and their families.

### Advantageous

- Personal or family experience of disability.
- Experience of working/volunteering for a charity
- Fundraising experience and established local networks would be an advantage

### Contact

- Chair – Chris Le Page
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- Partnership Director – Karen Blanchford
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- Social Policy Director – Carol Le Page
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### Background Information

Website: [www.GDA.org.gg](http://www.GDA.org.gg)

Facebook: [www.facebook.com/GuernseyDisabilityAlliance](https://www.facebook.com/GuernseyDisabilityAlliance)

Twitter: @GDA\_Disability @matter.gg