



ROLE DESCRIPTION:

COUNTY TREASURER

Role

Managing and administering the county finances. Dealing with day-to-day operational activities such as paying expenses and invoices, and supporting the strategic development of the use of the county funds. The role can be carried out as a job share, if required.

Personal qualities

Over 18 years old and already, or willing to become, a member of Girlguiding. You will need to complete a DBS check if you haven't already and have no restrictions preventing you from becoming a trustee. Previous finance experience including knowledge of bookkeeping and Excel required. An accountancy qualification would be desirable but not essential. Good communication, organisational skills and attention to detail.

Term

Appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

The county commissioner.

Working with

County team members.

Division commissioners.

Responsibilities

General

- Be the main contact for county finance queries.
- Ensure you are up to date with relevant financial legislation/guidance in relation to financial management of charities.
- Review finance policies for the county surrounding payments, investments, procurements, and ensure they are followed.
- Regularly review our systems and processes.

- Use the county dedicated email account for communications relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.
- Follow the [Girlguiding Code of Conduct](#).

Administration

- Manage all payments, mostly electronically, from the general county account as well as the Guide Centre account. There are around 400 payments a year.
- Record all receipts and administer payments for all county events and Hertfordshire Guide Centre (HGC) income. There are around 600 receipts a year.
- Arrange banking of any cheques received.
- Liaise with relevant event organisers, specifically the county international lead volunteer to chase payments due.
- Ensure accurate accounts are kept (currently using Excel) and all receipts and evidence of electronic payments are securely filed.
- Ensure county funds are effectively invested.

Charity Commission

- Prepare the financial element of the county's annual report and liaise with external accountants to ensure it meets Charity Commission regulations. They are independently verified annually.
- Ensure trustee details are accurately updated via the Charity Commission's website.
- Prepare the annual report to the Charity Commission and upload the accounts within statutory deadlines.

Budgets

- Liaise with county team budget holders to develop effective budgets.
- Manage expenses against the agreed budgets on a quarterly basis.

Meetings

- Act as a trustee for Girlguiding Hertfordshire and attend quarterly trustee, county operation group (COG) and HGC meetings.
- Present annual report at annual general meeting.
- Prepare financial reports for termly meetings.
- Chair the county finance committee, which meets on an adhoc basis to approve grants.

Subscriptions

- In conjunction with budget setting process, and in discussion with the county commissioner, propose annual subscription amount.
- Communicate to all leaders and commissioners the annual subscriptions process.
- Update Girlguiding via GO with subscription amount and bank details.
- Liaise with any volunteers who may need assistance with subscription payments and provide advice as required.
- Chase up any outstanding subscription payments in discussion with the relevant commissioner(s).

*Reappointment is not automatic.