

Employment Treasurer

3 years + 3 months handover

Purpose

The Treasurer of the Employment Fund is an ex-officio member of the Management Group and is responsible for maintaining the financial records of the Employment Fund.

Duties

Ensuring the maintenance of a set of accounts, bank accounts etc for the Employment Fund.

Making payments and returns of salary, National Insurance etc.

Checking and paying bills, rent, expenses, etc

To ensure the end of year Employment Accounts are correct, properly presented etc.

Writing the annual budget for the employment fund and the mid-year budget comparison.

Involved with funding applications.

Skills required

Work closely with the Co-ordinator to ensure the book-keeping is accurately completed. Comfortable with figures, book keeping training will be given in the Quaker spreadsheets. Good computer literacy.

Time commitment

Attending planning weekends and any other meetings of groups as necessary (which may be conference calls where appropriate). Time required every month to reconcile the accounts, and calculate and pay the salary. It is helpful for the smooth running of yearly accounts if new treasurers are appointed during the Spring YFGM and work alongside the current Treasurer who will finish their term in the following Summer YFGM; this is to encompass the end of the tax year into the handover.

Finance Committee

Purpose

To act as the treasurer of YFGM and ensure that the money belonging to YFGM is handled properly.

Duties

To write the YFGM annual accounts and set the budget to be presented before a full session of YFGM.

To ensure all committee expenses are accounted for.

Skills required

A very basic knowledge of book-keeping – the ability to add and subtract.

Time commitment

Finance Committee meet as a whole at January Planning Weekend.

Management Group

Purpose

Young Friends General Meeting as a whole employs the co-ordinator and all members should feel responsible for the well-being of our employee, but the day-to-day management of the co-ordinator is entrusted to a small management group.

Duties

Clarifies long-term aims and objectives of the post. Acts as a consultant to the employee. Monitors the fit of the job description of the co-ordinator with reality in terms of the workload and priorities, and prioritises work where necessary. Is responsible for ensuring that General Meeting remain ethical employers. Keeps in regular contact with the Support Group. Acts as a 'clearing-house' for requests for the co-ordinator to take on new pieces of work. Continues to ensure that the smooth running of General Meeting remains in the hands of the largest possible number of people.

Skills required

Is receptive to any concerns, suggestions and complaints that members of General Meeting have regarding the work of the co-ordinator. All of these should be directed to the Management Group in the first instance.

Time commitment

Meets on a regular basis (at each planning weekend, but more often when appointing a new employee).
Is in regular contact with the employee and meets them at least once a year apart from at YFGM.