

Finance Officer

3 years

Purpose

To take lead responsibility for financial management and the preparation of annual accounts. To have an overview of legal concerns, including Charity Commission requirements, SORP (statement of recommended practice), and tax and National Insurance guidelines, and to help the other members of Finance Committee work within these requirements.

Duties

To ensure, in co-operation with the other trustees, that YFGM complies with its constitution and finance policy. To take an active role in ensuring that the finance policy, and all financial procedures, are open, honest and achievable, follow best practice, and accurately reflect the will of YFGM at the time. To support and supervise the rest of finance committee.

To attend YFGM sessions which may have financial implications, and be ready to give advice if required.

To present an annual budget for approval at February YFGM and to present the accounts of the previous year to YFGM as soon as practicable, preferably in May, or failing that October.

To prepare for and convene Finance Committee at Planning weekends

To include Financial Oversight people in the relevant Finance Committee meetings, and to present their contributions if they are unable to be present.

Skills required

An ability to convene and communicate with a committee. A basic understanding of financial requirements, including budgets and accounts, and a willingness to learn more.

Time commitment

Attending all YFGMs and all Planning Weekends, and occasionally additional trustee/finance committee meetings. Between 1 and 3 hours work a week between YFGMs.

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.

Being an Officer of Young Friends General Meeting

Purpose

Part of a team of about ten officers who are legally and financially responsible for YFGM (Trustees).

Duties

To maintain interest in and awareness of the work of all officers and to form a supportive network. Equally to support the administrator.

To try and be aware of the variety of opinions and concerns within General Meeting, and to try to foster the expression of these within General Meeting. To share insights with others.

To report to YFGM via Young Quaker or a report at General Meeting on important parts of the work.

Door keeping of the Meeting House at YFGMs.

Skills required

An understanding of the legal issues associated with running YFGM as a whole or a willingness to learn.

January, 2011

Time commitment

To attend all Planning Weekends and YFGMs and any additional meetings that the Officers deem that they need.
Probably less than an hour a week staying in contact with the other Officers and the committees that they oversee.