

VOLUNTEER NON-EXECUTIVE TREASURER

The UK Sustainable Investment and Finance Association (“UKSIF”) is seeking a volunteer non-executive Treasurer available during working hours to:

- Supervise the Governance and execution of its financial management, in particular by leading on relevant matters at Board meetings
- Attend four Board meetings per year to report on financial matters (three part-days plus one full day per year). Ideally you would sit as a co-opted Board Member, alternatively you could attend as an observer
- Sit on, or attend as an observer, the Association Committee which has responsibility for more detailed ongoing review of finance and personnel matters. The Treasurer as a representative of this body usually meets the CEO before each Board meeting to discuss finance and personnel matters
- Work with the Chief Executive and Company Secretary, liaise with the auditor (Cooke, Vellacourt and Hill) as required to support the preparation and signoff of annual audited accounts. Attend the AGM to report on financial matters
- Prepare for meetings as required and keep generally up to date with UKSIF activities to the degree needed
- Address ad-hoc queries needing financial management expertise
- The Treasurer will also be offered the opportunity to attend various optional UKSIF responsible investment events but attendance at all or any of these is not essential

This post offers an excellent opportunity to develop understanding of UK sustainable and responsible finance while using financial management skills to support a small non-profit association advancing sustainable development.

The post holder will replace UKSIF’s former treasurer who will step down after 6 years in the role. An adequate handover period to the new Treasurer will be scheduled.

Time commitment:

- Board meetings – equivalent to 16 hours per year plus preparation (3x3 hours, 1 x 7)
- Finance / Executive committee meetings – equivalent to 6 hours per year plus preparation
- Audit/AGM – 3 hours per year

We are seeking a candidate who can commit to the role for a minimum of three years (and, in due course, a maximum of six years).

Skill requirements:

- General financial management oversight skills appropriate for a small trading non-profit organisation, with a turnover of up to £500K pa, including VAT (medium complexity) and PAYE (low complexity)

- Ability to contribute to UKSIF board on financial and strategic matters as a board member or observer
- General interest in sustainable and responsible investment and finance, and the operation of progressive membership associations

To apply please email info@uksif.org with your CV and a brief covering letter.

Deadline for applications: 30th September.

August 2017