

Treasurer: Board of Non-Executive Directors, ABColombia

The Treasurer on the Board of Non-Executive Directors of ABColombia, provides financial oversight to the highly successful advocacy group of five leading British and Irish development agencies working on Colombia. The group is currently hosted by CAFOD and answers to the Member organisations.

This is a voluntary position with expenses paid, and the Treasurer needs to be able to commit a minimum half a day a month, plus attending quarterly Board meetings and the ABColombia annual planning meeting. The Treasurer contributes to the overall work of the Board which was established in January 2008 and comprises four non-executive directors, one of whom is a representative of the member agencies.

Working in partnership with the Programme and Advocacy Manager and one other member of staff, Member organisations and other the Non-Executive Directors, the Treasurer:

- Oversees the production of, and, as appropriate, recommends approval of budgets, accounts and financial statements.
- Ensures that proper financial records and procedures are maintained.
- Provides support in financial systems to ABColombia staff and liaison with the host agency finance team if necessary.
- Advises the board and staff about ABColombia's continued financial viability.
- Ensures the organisation's compliance with relevant financial legislation and best practice.
- Ensures that the accounts are prepared and disclosed in the form required by funders and the host agency.

Person Specification:

The Treasurer is likely to contribute:

- expertise in managing the finances of small organisations and experience and understanding of working in networks and committees.
- a background in financial management, and the skills to analyse budgets and financial reports and examine their financial consequences; along with a willingness to be available to staff for advice and enquiries on an ad hoc basis.
- good independent judgement together with the ability to work as a member of a team.
- a commitment to the respect of human rights and the right to development, and an interest in Colombia/Latin America advantageous.