

Treasurer – Job Description

We are looking for a new Treasurer for Women in Public Life.

You will be co-opted on to our committee initially and will stand for formal election at our Annual Members Meeting in July 2022.

Women in Public Life

Women in Public Life is an active group of volunteers who inspire the women of Guernsey to stand for public office. See: womeninpubliclife.gg.

We provide information about public office opportunities and encourage and support women to consider putting themselves forward.

By 'public office' we mean roles created by legislation or policy to which members of the public are elected or appointed. Not just Deputies, Douzeniers and Jurats – but also committees, panels, commissions and tribunals.

Governance

Women in Public Life is set up as an unincorporated association which is a simple standard structure for a small voluntary group. We have three elected officers – Chair, Treasurer and Secretary – who hold formal responsibility for the organisation. The committee is made up of the elected officers, plus additional committee members, and meets monthly.

Chair:	Shelaine Green
Treasurer:	Zoe Lihou (retiring)
Secretary:	Jo May

Committee members	Linda Rolf
	Paul Chambers
	Deputy Tina Bury

Zoe Lihou has been our Treasurer since 2019. She is stepping down to focus on her role as Senior Constable of St Peter Port but will remain on the committee.

Role of Treasurer

Our Treasurer has a specific functional role in ensuring that Women in Public Life is on a sound financial footing. But equally, our Treasurer is an elected officer and member of the committee, playing an enthusiastic and active role in the direction and management of Women in Public Life.

Responsibilities as Treasurer

1. Bill payments – our turnover is less than £5000 a year, with 2 or 3 transactions a month on average.
2. Annual accounts and Treasurer's Report – in preparation for our Annual Members Meeting in August. Our year end is 30 June.
3. Annual budgeting – as part of the annual planning process
4. Monthly reporting – updating the committee on our financial position
5. Bank account – managing online banking, updating mandates etc.
6. Financial management policy – setting and agreeing our financial procedures and adapting them in response to legislative or other changes.

Responsibilities as a Committee Member

1. Planning – contributing to the annual planning cycle
2. Monitoring – checking that we are making progress versus plan
3. Innovating – all ideas and suggestions welcome
4. Governance – making sure we have the structures and processes to function effectively and legally
5. Projects – volunteering to manage specific projects, as personal time allows
6. Ambassador – spreading the word about public office and recruiting potential women in public life
7. Fundraising – identifying opportunities for grants, donations or sponsorship

Person specification

We're looking for someone who:

1. Has financial management experience as an accountant or bookkeeper
2. Is keen to inspire more women to stand for public office
3. Enjoys being part of a lively and active team

Time commitment

We have committee meetings once a month on a Wednesday or Thursday evening from 7pm to 9pm in St Peter Port.

We have an extended planning meeting once a year from 5pm to 9pm.

Bookkeeping and reporting are anticipated to take less than two hours a month. We are currently set up on Xero.

Accounts are straightforward and prepared in June/July.

Taking on any additional projects eg organising an event is voluntary and flexible.

Recruitment process

To apply, please email our Chair, Shelaine Green, at hello@womeninpubliclife.gg explaining briefly how you meet the person specification and why you are keen to get involved with Women in Public Life. If possible, include your CV or a link to your LinkedIn page.

Closing date for applications is Friday 24 June 2022.

Shortlisted applicants will have an initial meeting with Shelaine, followed by a meeting with other members of the Women in Public Life committee.