

Role Description: TREASURER

Background

The Royal Meteorological Society is the UK's Professional and Learned Society for weather and climate and its mission is **to advance the understanding of weather and climate and its application for the benefit of all**. The Society plays a key role as the custodian of both the science and the profession of meteorology in the UK and has an important role to play internationally as one of the world's largest meteorological societies.

Role

The Treasurer plays a key role as one of the Senior Officers of the Society in helping to shape and develop the future direction of the organisation and has responsibility to oversee all aspects of financial management, closely working with the Executive Team to safeguard the Society's finances. The Treasurer is nominated and elected in accordance with the Society's Charter and By-Laws. The Society is a registered charity and as such, each elected Member of Council serves as a Trustee of the Society.

Responsibilities

The main responsibilities of the Treasurer are:

- keep under review through the House Committee, for the purposes of audit, all financial and contractual commitments of the Society, which entails membership of the House Committee, the Strategic Programme Board and the Salary and Remuneration Committee;
- take responsibility for agreeing the Chief Executive's financial delegations on behalf of Council and, as appropriate, authorise on behalf of Council any capital operational expenditure items that exceed the Chief Executive's financial delegations;
- on behalf of the House Committee, oversee the Headquarters work on the preparation of the Annual Accounts and take specific responsibility for overseeing the policies and practices related to the Society's Investments that are implemented by the HQ Team;
- attend the Annual General Meeting in May each year and formally present the accounts as one of the Society's senior Officers;
- be the principal cheque signatory for the Society.

The Treasurer currently acts as:

- Chair the Societal Benefits Board, which oversees activities of the three programmes of work: events; education and science engagement ensuring their effectiveness, balance, coherence and alignment with the strategy.

In addition to the specific roles defined here, the Treasurer may take up membership of whichever of the Society's committees they wish to become involved with.

Requirements

The successful candidate will ideally have:

- financial literacy and understanding financial accounting for non-profit organisations
- financial management experience including knowledge of financial governance
- experience of corporate compliance, risk management, auditing and strategic planning
- regulatory experience in the charitable or voluntary sector
- experience of procurement of services including tendering process
- a commitment to the purpose, objects and values of the organisation
- good attention to detail
- clear and accurate record keeping
- a willingness to ask questions
- experience in different sectors of meteorology
- an understanding of the organisational and financial position of the organisation
- an ability to maintain confidentiality on sensitive and confidential information
- an ability to analyse information and, when necessary, challenge constructively
- a willingness to devote the necessary time and effort
- an ability to think strategically without becoming too involved in the detail.

Term of Office

The Treasurer serves a five-year term of office.

Support

The role will be supported by the Chief Financial Officer and Chief Executive. This is a voluntary role and expenses will be reimbursed in line with the Royal Meteorological Society Expenses Policy.