

Treasurer

The Treasurer is responsible for the financial planning, book-keeping and financial reporting of the BSPED. The key responsibilities are:

1. Leading financial strategy, including:
 - a. Maintaining a strategic overview of the BSPED's financial requirements and situation and reporting back to the Executive Committee
 - b. Ensuring BSPED's activities keep pace with its financial situation
 - c. Ensuring adherence to legal requirements and to best practice
 - d. Looking forward to anticipate financial opportunities and risks and reporting on these to the Executive Committee
2. Managing BSPED's accounts and budgets, including:
 - a. Preparing annual budgets for approval by the Executive Committee
 - b. Managing the book-keeping of BSPED in liaison with the auditors
 - c. Preparing an annual Trustees Report with the auditors for submission to the Charities Commission and to Companies House
 - d. Preparing annual accounts in a timely manner, in liaison with the auditors, and presenting these first to the Executive Committee and then to the members, for approval
 - e. Reporting to the members at each AGM on the financial results and future prospects
3. Taking responsibility for all grants and prizes, including:
 - a. Maintaining an overview and proposing any changes or additions to the Executive Committee
 - b. Ensuring all grants and prizes are publicised widely and in a timely manner
 - c. Ensuring all grants and prizes are managed according to their rules
 - d. In liaison with the Secretariat and Treasurer, ensuring all grant and prize winners are dealt with promptly and efficiently
 - e. Ensuring that funds are in place to support grants and prizes
4. Participating in other BSPED Committees as required
5. Lead project work where necessary

Duration of Service: One term of five years with the possibility of extending for one additional year

Essential Criteria for the Post

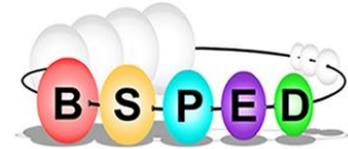
Must possess good leadership qualities

Must possess a broad knowledge of endocrinology and diabetes

Must have previous experience of chairing a committee

Must have a sound understanding of budgets and accounts

Must be able to be available for society business and queries on an ad-hoc basis



General Information

All Executive Committee Officers have equal responsibilities in law to act honestly, fairly, in good faith and in the interests of the BSPED. No Executive Committee Officer may put the interests of another organisation, or of a subset of members, before the general good of the BSPED.

All Executive Committee Officers have a responsibility to ensure that the BSPED is managed legally and to best practice and to ensure that it does not enter into any financial obligations that it does not have funds to meet.

All Executive Committee members have agreed by standing for election to become a Director of the company British Society for Paediatric Endocrinology and Diabetes (Company No: 07003983) and **Trustee of the charity** British Society for Paediatric Endocrinology and Diabetes (Charity No: 1135319)