



## TREASURER, AIC SERVICES, ROLE DESCRIPTION

<b>ROLE DESCRIPTION:</b>	Treasurer, AIC Services
<b>WORKS WITH:</b>	AIC Chief Operating Officer, AIC Accountant, AIC Chief Executive

<b>ROLE OVERVIEW</b>	
To uphold the professional standards of AIC Services and to follow the finance objectives set by the AIC Services Board. All AIC Services Board meetings should be attended, some of which will be physical and some on-line, as well as ad-hoc meetings as required. To review the management accounts and other associated documents in liaison with the Chief Operating Officer and AIC Accountant. To work within the requirements of Competition Law and AIC procedures.	
<b>ROLE PURPOSE AND RESPONSIBILITY</b>	
•	Attend the AIC Services Board meetings and ad-hoc meeting as required
•	Liaise with the Chief Operating Officer, Accountant and Chief Executive
•	Ensure the management accounts reflect an accurate position of AIC Services
•	To ensure the budget is both realistic and a prudent reflection of the organisation
•	Ensure statutory duties and regulations are conformed to including audited statutory accounts and taxation
•	Uphold the professional standards of AIC
•	Encourage successional planning for the role
<b>KEY AREAS/Framework AND BOUNDARIES</b>	
•	Support with AIC Services Accountant in meeting the AIC Services finance objectives
•	To attend AIC Services Board and other ad-hoc meetings in the capacity of Treasurer
<b>KNOWLEDGE/EXPERIENCE/SKILLS</b>	
•	Relevant financial knowledge in dealing with management and audited accounts
•	Ability to support and work with the AIC Services finance Accountant
•	To support the finance work and papers at the AIC Services Board
<b>OTHER KEY WORKING RELATIONSHIPS</b>	
•	Other AIC Services Board members
•	The AIC Services Technical Managers