



ROLE PROFILE - APM TREASURER

1. Introduction and Background

The APM Treasurer is one of the four officers of the APM. This is an important role within the APM. The post proper commences in April 2018. However, it is anticipated that there be a period of shadowing.

The APM financial year is December to November to allow for end of year accounts to be presented at the March AGM.

2. Main Purpose and Scope

The main purpose and scope of the Treasurer role is outlined below:

- Finance strategy
- Budget setting and forecasting
- Financial governance: oversight and scrutiny of APM finances to ensure high financial performance and solvency

3. Key Accountabilities and Areas of Responsibility

The main responsibilities of the Treasurer are as follows:

3.1 Finance Strategy

- Setting the APM finance strategy to support the APM core strategy

3.2 Budget setting and forecasting

- Setting the annual budget and providing an update at the half-year point.
- Providing an end of year forecast as needed with a more detailed forecast at the September APM Executive meeting.

3.3 Financial Governance: oversight and scrutiny of APM finances

- Monitoring and scrutiny of the monthly account.
- Access to bank accounts and delegated authority for expenditure of up to £5,000. Amounts above this require dual sign off.
- Cost control, including the monitoring & re-negotiation of key supplier contracts with significant financial outlay, e.g. journals.
- Approving new spend and handling general finance queries from APM members.
- Reconciliation of bank accounts.

- Regular reporting to APM Executive, providing written reports at face-to-face meetings and the AGM and verbal updates at teleconferences.
- Writing and updating financial policies, e.g. expenses policy.
- Oversight of ASP conference finances.
- Restricted reserve: monitoring E-elca account
- Income improvement: monitoring APM membership and Famcare

4. Time Commitment

This is a non-remunerated role and the workload varies.

- September – December: busy time due to end of year forecasting and budgeting.
- February – March: completing end of year accounts, preparing AGM report and attending AGM.
- June: Half-year reporting.
- Ad-hoc work: Responding to queries, decision making and fiscal support of the APM
- As an Officer, the Treasurer represents the membership of the APM, in providing support to the strategic development, policy making and direction of the Association. The Treasurer is a member of the Executive committee, responsible for overseeing the overall work of the APM.