

## Role Description

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|----------------------|--|
| Position             | Treasurer  |
| Department           | Finance  |
| Responsible to       | Camp Coordinator / Deputy Camp Coordinator   |
| Responsible for      | Finance Team Members x 2   |
| Role Summary         | Support the Camp Coordinator in the development and delivery of the event. Taking the lead in the financial responsibilities and budgeting of the Camp to make the event a success.  |
| Key Responsibilities | <ul style="list-style-type: none"> <li>★ Work in co-ordination with the other Core Team Coordinators.</li> <li>★ Recruit Sub Camp Team Leaders and key members of the team.</li> <li>★ Responsible for the development of camp budget in conjunction with Core Team and County Executive Committee.</li> <li>★ Ensure that budget is being adhered to and recommend changes to the budget as required.</li> <li>★ Manage the arrangements and facilitate the booking and payments in conjunction with the Administration Team.</li> <li>★ To attend and run meetings and events as appropriate.</li> <li>★ To regularly report to the Camp Coordinator.</li> <li>★ Manage the communication of information between the Core Team and the Finance Team and ensure all information is available and all teams are fully briefed.</li> <li>★ To work within the requirements of the camp budget, prepare costs and ensure all invoices are completed in a timely manner.</li> <li>★ Identify risks and issues at the earliest opportunity and communicate these to the Core Team.</li> <li>★ Prepare, maintain and submit camp accounts and statements.</li> <li>★ Maintain a positive and dedicated attitude throughout.</li> <li>★ Any other duty as agreed with the Camp Coordinator.</li> </ul> |
| Time Commitment      | <p>Duration: January 2019 - October 2021<br/>                     Event: 1st - 7th August 2021</p> <p>You will be expected to attend (in person or virtually) quarterly Core Team Coordinators meetings, and other meetings and events as required and it would be desirable to also attend the event.</p>   |

## Person Specification

|                |   |
|----------------|---|
| Experience     | Experience of managing the finances for Camps/Jamborees and/or large scale events. Some experience of managing a team and prior experience of communication effectively across teams. Prior experience of producing and managing budgets in excess of £10,000. An appreciation of creating an enjoyable and memorable experience for participants, volunteers and service teams. An existing understanding of the methods, policies and values of Girlguiding and financial management within the charity sector. |
| Qualifications | <ul style="list-style-type: none"> <li>★ Girlguiding Adult Leadership Qualification (ALQ)</li> <li>★ Valid Enhanced Disclosure and Baring Service (DBS)</li> </ul>  |

## Person Specification (continued)

|                          | Essential   | Desirable  |
|--------------------------|---|--|
| Skills and Knowledge     | <ul style="list-style-type: none"> <li>★ Strong organisational skills</li> <li>★ Effective communication skills</li> <li>★ Ability to work effectively as part of a team</li> <li>★ Efficient time management skills</li> <li>★ Ability to follow through tasks to their successful completion</li> <li>★ Ability to work to tight deadlines</li> <li>★ Able to think creatively, adapt, reassess, and solve problems</li> <li>★ Excellent IT skills (Excel or similar software) and use of electronic communications</li> <li>★ Willing to speak one's mind and listen to the views of others</li> <li>★ Able to maintain independent and objective judgement</li> <li>★ Decision-making skills</li> <li>★ Understanding of diversity and equality issues</li> <li>★ Excellent financial literacy and numeracy skills</li> </ul> | <ul style="list-style-type: none"> <li>★ High level interpersonal skills</li> <li>★ Ability to motivate and lead a team</li> <li>★ Set high expectations which inspire, motivate and challenge</li> <li>★ Delegation skills</li> <li>★ Professional background or qualifications within finance</li> </ul> |
| Personal Characteristics | <ul style="list-style-type: none"> <li>★ Adaptable</li> <li>★ Resilient</li> <li>★ Able to maintain a good sense of humour</li> <li>★ Commitment to uphold the Girlguiding Volunteer Code of Conduct</li> <li>★ Dedicated to ensuring a successful and enjoyable event for all</li> </ul>   |  |