

Treasurer of Association

Job Description

Main purpose

Lincolnshire Association of Local Councils (LALC) is a not for profit, voluntary member-based organisation open to all parish and town councils across Lincolnshire. We pride ourselves on supporting and informing Local Councils and providing professional advice and training to Lincolnshire Parish and Town councils known as the first tier of local government.

The Association also administers the Local Council Award Scheme (LCAS) and is a member of the Federation of East Midlands Associations of Local Councils (FEMALC).

This post is designed to provide financial oversight, guidance and support to further LALC's organisational objectives. As the executive member for finance, this involves supporting the executive committee in ensuring function in line with the organisational constitution and financial regulations.

The post-holder is required to support all areas of the Association's work as necessary, together with any work related to the National Association of Local Councils (NALC) within the general duties.

Main duties

1. To be a member of the Executive and County Committees.
2. Develops in conjunction with the Chief Executive the annual budget, creating a long-term projection based on organisation needs and upcoming capital projects.
3. Ensure there is efficient systems of policies that adequately control financial activity.
4. Ensure sufficient funds are available to cover operational working and capital projects.
5. Advise the Executive and County Committee members of the financial positions on a quarterly basis.
6. Prepare financial reports.
7. Support annual internal audit and closure of annual accounts.

8. Demonstrating visible and ethical personal leadership by modelling the highest standards of personal behaviour and ensuring that the Executive and County Committee members follow this example.
9. Support the Executive and County Committees in establishing effective decision-making processes and acting as the guardian of due process.
10. Ensuring that constructive relationships based on candour, trust and mutual respect exist between elected and appointed members of the Executive and County Committee.
11. Developing effective working relationships with all Executive members, with the Chief Executive, providing support, guidance and advice.
12. It is recognised that the post-holder, by agreement with the Chief Executive or Assistant Chief Executive, will need to work flexible hours from time to time to meet the requirements of the Association, and this may include a certain amount of 'out-of-hours' and evening work.
13. The post-holder will normally be expected to attend the Annual General Meeting, Executive and County Committee meetings.