

IODA Role Description	
Job Title:	IODA Treasurer
Reporting To:	IODA Executive Committee and IODA Membership
Working with:	Secretary General
Date:	September 2016
Purpose:	
<ul style="list-style-type: none"> • The purpose of the Treasurer is to oversee the financial affairs of IODA. 	
Dimensions	
<ul style="list-style-type: none"> • IODA is a not for profit organisation Registered in Denmark and subject to Danish Law. • The Treasurer is responsible to the Executive Committee and the IODA membership for the audited accounts • The Treasurer is a role appointed by the Executive rather than elected by the membership and will not have a vote at the Executive Committee. 	
Context	
<ul style="list-style-type: none"> • IODA must continue to provide the best Championships for junior sailors worldwide and remain as the leading junior sailing class. • The Treasurer will oversee the Secretary General's production of the Annual Budgets that meet the IODA policies as laid out in IODA Event Manual, the IODA handbook and other IODA policies • The Treasurer will work with the Executive and Secretariat to review, develop and implement the financial policies of IODA. • The Treasurer will be responsible for supervising the production of the annual audited accounts and responsible for presenting them at the IODA AGM. • There is an expectation that the Treasurer will attend the meetings of the Executive and the IODA annual general meeting held at the World Championships. 	

Accountabilities

- Oversee financial administration procedures of IODA to comply with standard audit controls
- Oversee the preparation of the annual draft budget for AGM
- Prepare regular financial reviews for IODA Executive Committee
- Authorise all payments over an agreed amount
- Be a signatory on all the IODA current accounts
- Be a signatory along with the President and one other member of the Executive, (currently VP Europe) of the Deposit accounts based in Europe.
- Keep under review the current financial practices and policies of the organisation
- Provide general financial advice and input to the Executive Committee.

Treasurer, Person Specification

Attributes	Essential	Desirable	Source of Evidence
Knowledge	Financial management of small to medium business On line accounting Experience of business in an international setting Working with multiple currencies	Knowledge of the Optimist Class Knowledge of QuickBooks Knowledge of sailboat racing, sales and major events	Application
Skills	Good numeracy skills Good communication skills, Good interpersonal skills and the ability to work effectively with a wide range of people. Good written communication skills.		Application Interview References
Experience	Experience of Financial management Experience of producing accounts for audit Experience with producing budgets. Experience of presenting accounts to AGM Experience of working with volunteers.		Application Interview
Qualifications	Degree level or higher Internet connection fast enough for conference calls		Application
Values/Qualities	A genuine interest in working with IODA and being part of IODA A positive attitude with enthusiasm and drive Trustworthy Conscientious A good sense of humour Ability to work both as part of a team Commitment to getting the job done.	Willingness to travel	Interview References