### ROLE TITLE: Treasurer

### IAC Organisation Overview:
The IAC Vision is “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects.

### Responsible to:
IAC Executive Council and the IAC General Meeting

### Term
Three Years

### Purpose of role:
- Maintain an overview of IAC’s finances, ensure viability and the proper maintenance of financial records and procedures.
- Lead on financial planning, controls and reporting.
- Responsible for keeping the Association’s accounts and the Executive Council informed of the financial position in a timely manner.
- Assist the Council in making informed financial decisions.
- Identify financial risk.

### Description of tasks:
- Ensure that all financial transactions are handled safely and accurate records are kept.
- Collect the appropriate data, and manage the associated information systems.
- Prepare an annual budget for the Executive Council to approve.
- Create financial reports to the Executive Council according to the financial rules in place.
- Manage the accounts of the Association in collaboration with the Officer Group.
- Advise the Executive Council on financial policies, internal controls, and appropriate use of funds.
- Assess, report on, and advise regarding financial
- Advise on the financial implications of strategic and operational plans.
- Advise on conference budgets and expenditure.
- Ensure payments are made to Council Officers in accordance with agreed protocols.
- Process payment of association’s memberships.
- Working with the Membership Secretary to monitor income from membership and to identify trends.
- Prepare accounts for auditing.
- Liaise with the Association’s accountants/Auditor
- Present the audited accounts at the Annual General Meeting.
- Make sure there is a smooth handover to the next Treasurer.

**Time Commitment:**

- Reading /Preparation time of 1.5 hours for six online Executive Council meetings -- lasting approximately two (2) hours each.
- Reading /Preparation time of 1.5 hours for six online Officer Group meetings - lasting approximately 1.5 hours each.
- Attend the annual conference (including all meetings, this takes up approximately one week), where viable.
- Approximately 2 hours per week allocated to described tasks (above).
- Attending various at sub-committee meetings as required.
- Flexibility around time is needed to respond to the needs of the organization.

*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually*

**Eligibility Criteria**

- Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have previous experience of financial accounts using spreadsheets, preferably along with computer experience.
- Possess the ability to make financial decisions.
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.
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<tr>
<th><strong>Skills and Qualifications:</strong></th>
<th>Previous experience of financial accounts using spreadsheets and computer experience and ability to make financial decisions.</th>
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<tr>
<td><strong>Training and Support:</strong></td>
<td>The previous Treasurer will be available to act as a consultant through the handover process for at least a year.</td>
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<tr>
<td><strong>Benefits to the Treasurer:</strong></td>
<td>This is a great opportunity to contribute to the work of IAC if you have experience of finance and accounts and are interested in contributing at an international level.</td>
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