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| **Job Title** | Honorary Treasurer |  |
| **Reports to** | BSG President and Executive. BSG Board of Trustees and BSG Council |  |
| **Other Regular Relationships** | BSG CEO, BSG Finance Manager, BSG Accountant, BSG Appointed Auditors, BSG Investment Advisers, BMJ Management Committee, BSG Finance and Investment Committee, Other BSG sections and Officers (CSSC, Education, Training, Research, International,  Secretaries, BSG Section Leads) |  |
| **Scope** | Honorary appointment for 2 years from June 2024 to June 2026 with the option to extend for a further year.  Time commitment of approximately 1 PA (4 hours a week) |  |
| **Overall Purpose of the Job** | To provide an overview of financial risk and strategy for the Society, providing strategic continuity for the running of the Society as a member of the BSG’s senior executive team. To be a member of the Board of Trustees |  |

# KEY OBJECTIVES

* The Treasurer is responsible for providing an overview of financial risk and strategy for the Society.
* The Treasurer is a member of the BSG Executive and Council and is a Trustee of the BSG.
* The Treasurer is a Trustee of the Society and is expected to undertake appropriate Trustee training and financial training. The Treasurer is also a Director of BSG Ltd.
* The Treasurer assists the President in ensuring that appropriate financial governance and oversight of the Society are in place.

# MAIN DUTIES, ROLES AND RESPONSIBILITES

* To attend BSG Trustee Board meetings (held quarterly)
* To attend the Finance & Investment Sub-Committee of Trustees (held bi-annually)
* To liaise with and manage the Society’s appointed Investment Advisers
* To attend BSG Executive and Council meetings
* To attend and contribute to strategy meetings (including Away Days)
* To have overall oversight responsibility for the finances of the BSG, including Investments
* To liaise with the BSG Executive and key Committees on all matters of budgeting relating to BSG activity, including major conferences.
* To attend Management meetings with BMJ publications.
* To work closely with the President, BSG CEO, BSG Finance lead and BSG office staff on the sound financial running of the organisation.
* To approve and sign, in accordance with the organisations financial processes, relevant invoices or contracts relating to BSG activities (beyond agreed budget thresholds)
* To sign off bank payments (beyond agreed budget thresholds) including monthly salary payments
* Other matters as determined from time to time by BSG Trustees, Council or Executive.

The British Society of Gastroenterology (BSG) believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender, sexual orientation or working pattern. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.

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| **Person Specification** | **Essential** | **Desirable** |
| **Clinical/Service Achievements/experience** | Consultant level or equivalent including senior nurse position standing of at least five years  Committed membership of BSG and in good standing  Evidence of active participation or association with BSG  Recent experience in clinical service delivery | FRCP or relevant Royal College  Familiarity with GMC/GCP good medical practice |
| **Established relationships** | Previous experience of BSG section or higher governance Committees or Council  Demonstration of financial oversight of education/research group/institute / clinical division (with budgetary control) | Similar experience of other Societies or National Committees would be an advantage  Track record in education/training or research including publication or guideline involvement or clinical service development |
| **Personal Qualities Required** | Evidence of leadership skills or leadership roles  Evidence of budget management skills  Evidence of team working & relevant communication skills  Understanding of governance  Time, resilience & commitment to undertake the roles  Commitment to BSG values including fairness, equality and diversity | Governance experience either in an NHS role or in the charitable sector  Evidence of skills or examples of financial management  Understanding of / interest in investment markets |