

HONORARY TREASURER REQUIRED

ASSOCIATION OF APPLIED BIOLOGISTS

Closing date: 31 May 2017

The Association of Applied Biologists is a learned society founded in 1904 and is a registered charity. The aims of the Association are to "To promote the study and advancement of all branches of Biology and in particular (but without prejudice to the generality of the foregoing), to foster the practice, growth and development of applied biology, with a focus on the application of biological sciences in the production of food, materials and energy, and for the maintenance and improvement of earth's environment".

It delivers its charitable mission through the publication of scientific journals in applied biology, the organisation of conferences in a range of related subject themes, the formulation and dissemination of policies to promote the discipline, the production of a newsletter and the provision of services for its 800+ members.

The Association wishes to appoint an Honorary Treasurer to hold an overview of its affairs, ensuring its financial viability and that it maintains proper financial records and procedures. The Honorary Treasurer will be a trustee and member of the AAB's governing council.

The role is not remunerated, although reasonable travel to all meetings on AAB related business will be reimbursed.

The role of the Honorary Treasurer is anticipated to involve a time commitment of one to two days per month, including any finance group meetings, plus a meeting of Council three times a year at the Association's offices in Wellesbourne, Warks or at one of its conference venues. The role is subject to a review after six months.

Much of the work can be carried out remotely. The Council is supported by an Executive Officer who also manages the office and day-to-day affairs of the Association. It is anticipated that the appointment will be for a period of three years in accordance with the rules laid down in the Articles of Association, with an option for a further three years.

The role of the Honorary Treasurer is to:-

- oversee, approve and present budgets, accounts and other financial statements
- liaise with executive staff over financial records
- liaise with accountants as appropriate
- ensure that the accounts are prepared in the form required by law, included in the annual report and submitted to the relevant bodies
- make a presentation of the accounts at the Annual General Meeting and draw attention to the important points in a coherent and easily understandable way.

The Honorary Treasurer must have the following qualifications, skills and attributes:

- financial qualifications and/or experience including in accountancy and investments
- the ability to make presentations and recommendations
- the ability to work effectively as part of a team
- the ability to analyse proposals and examine their financial consequences.

For more details, including how to apply, please contact the Honorary Secretary, Dr Elizabeth Stockdale at e.a.stockdale@newcastle.ac.uk

The Association's web site can be found at www.aab.org.uk