

COUNTY TREASURER

role information



The **County Treasurer** role is an exciting opportunity to be part of the County team of volunteers to deliver good guiding in your County and to ensure that girls have amazing opportunities. This is for a term of **3 years** and is a Girlguiding Ulster **County Commissioner** appointment. You will be expected to attend County Executive meetings along with any ad hoc meetings as required.



As County Treasurer what will I be expected to do?

While the County Commissioner leads the County this does not mean that the County Commissioner does everything herself. One of your key duties will be to support the County Commissioner and the County Executive team.

You will be part of a team of Lead Volunteers who will help deliver the County action plan. You will be expected to attend County Executive meetings and report on your areas of work. The members of the County Executive are the trustees of the County and as such, in addition to their own areas of expertise, they will have joint responsibility for ensuring that the County is well run, financially viable and delivering on what the County is expected to do.

As County Treasurer your role will include;

- Keeping accurate records of financial transactions and accounts
- Maintaining relevant bank account(s), keeping up-to-date with any correspondence with the bank on behalf of the County
- Maintaining communication with Unit/District/Division/County/Country/Region, advising on financial matters as appropriate
- Reporting back to the team on its financial position in order to ensure appropriate use of funds
- Preparing end-of-year accounts for independent examination
- Ensuring correct financial procedures are in place and maintained
- Planning future budgeting and present financial forecasts



What training and support will be available?

Training available to you will include:

- A thorough induction into your role
- Training to help to develop skills and abilities to perform the role (including e-learning where possible)
- On-going support and development from fellow volunteers, including the County Commissioner and the County Team.
- Girlguiding Ulster or your County will reimburse agreed expenses

What skills, knowledge and experience do you need?

Being a great County Treasurer involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- High degree of personal integrity and ability to deal with confidential information
- Experience of book-keeping or financial procedures with excellent numeracy skills and attention to detail
- Ability to work as part of a team
- Time management skills – getting things done efficiently and planning



What will be the benefits to me through taking on the role of County Treasurer?

Taking on the role of County Treasurer is a great way of learning new skills such as teamwork, leadership skills, budgeting, time management, communication and motivation. If you are in employment then these are also skills which employers want to see and would look great on your CV and make you stand out from other applicants when applying for a new job or promotion.

For those with a large skill set from employment/previous experience, this is a great opportunity for you to use your skills to lead and motivate others sharing your expertise, taking the County forward as well as empowering others to be able to take on this and other key roles in the future.

Overall, this is a great opportunity to do something valuable in your community, meet and work with new people, learn new skills and most importantly have lots of fun!

