

## **THE PROFESSIONAL MEDIATORS' ASSOCIATION (PMA)**

### **TREASURER VACANCY (VOLUNTARY POSITION)**

#### **Role description & person specification**

The Professional Mediators' Association (PMA) is the trade body for mediators working across the UK. We have recently appointed a General Manager to run the PMA and we have secured Michael Gibbons OBE to act as patron. The board is extremely active and comprises academics, mediation providers, lawyers and large blue chip companies. We have an exciting business plan in place which will ensure that the PMA experiences substantial growth during 2015-it is definitely a great time to join us.

The board is inviting applications from individuals who would like to act as treasurer of the PMA. The treasurer will assist us to maintain the organisation's financial affairs including budgeting and financial compliance as well as driving future fund raising activities and ensuring probity across the organisation. We are seeking applications from qualified accountants or others with a proven track record in book keeping or financial governance.

**The role and person specification are summarised below.**

#### **General financial oversight.**

- To oversee and present the budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To oversee expenditure and debt control operations
- Financial planning and reporting.
- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any fund raising activities, investments held and the aims and objectives of the PMA

#### **Qualities and skills preferred.**

- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

### **Time Commitment Required.**

The role of the Treasurer requires an estimated commitment of a minimum of 2 hours a month. Plus attendance at fortnightly officers meetings (1 hour duration) and quarterly board meetings (2 hour duration)

### **HOW TO APPLY**

- Please supply a copy of your CV and cover letter to [admin@professionalmediator.org](mailto:admin@professionalmediator.org)
- **Deadline for application is 18<sup>th</sup> November 2014**
- **Interviews to be held on 27<sup>th</sup> November**