

JOB DESCRIPTION – FINANCE CHAIR

Introduction

The Diocese is looking to recruit a Chairperson for the Finance Sub-committee, which meets quarterly to review and discuss the Finance Report which is prepared by the Diocesan Finance Manager. The meetings are generally held in Aberdeen but may, on occasion, be held elsewhere in the Diocese.

The role

This is a volunteer position which involves: -

- Establishing and maintaining a good working relationship with Diocesan Finance Manager and the Diocesan Treasurer
- Issuing the agenda and inviting Sub-committee members to the meetings
- Chairing the Sub-committee meetings
- Documenting important aspects of the discussions which supplement or clarify aspects of the Finance Manager's Report
- Issuing the Minutes of the meetings

Key Requirements

- Good interpersonal skills
- Good communication skills, both oral and written
- Basic knowledge of accounting practices
- Basic computer skills (Email and Microsoft Word)

Desirable Skills and Experience

- Working for a Registered Charity
- Some knowledge of budget preparation and control

Please send applications to Bishop Hugh Gilbert at bishop@rcd-abdn.org