



London

Director, Finance

The Director, Finance oversees IABC London's financial activities and ensures that IABC London operates in a fiscally responsible manner. They also serve as a member of the chapter's executive committee.

Responsibilities:

- Oversee the development and approval of IABC London's annual operating budget (Final budget to be approved by the Board within 90 days of the start of the fiscal year).
- Maintain IABC London bank accounts, records and cheque delivery.
- Monitor financial standing of the chapter and provide regular financial updates at monthly Board meetings.
- Monitor director expenses and associated processes to ensure adherence to policies and ethical use of chapter funds.
- Collaborate with other portfolio directors to ensure ongoing management of portfolio budgets.
- Submit an annual chapter financial report to IABC International each February.
- File necessary financial reports, audits and statements as required.
- Train successor to this role once their term is complete.
- Prepare a financial statement for the Annual General Meeting of IABC London.

Qualifications:

- Professional member of IABC in good standing (membership must be maintained throughout term).
- Experience in budget and financial management.
- Knowledge of accounting best practices or a willingness to learn.
- As a signing officer for the chapter, the Director, Finance must submit a current criminal record check prior to assuming the position (cost of the record check will be reimbursed by the chapter).

Time Commitment: 10-20 hours / month