

Job Description – Executive Finance, Audit & Risk Portfolio



Title and Reporting Relationships			
Position title:	Executive Member holding the Finance, Audit & Risk Portfolio.		
Appointment:	Elected at the Annual General Meeting for a term of three years		
Process of Appointment:	Elected at AGM normally		
Remuneration:	None other than assistance with expenses for attendance at meetings, as applicable		
Author:	RAS Executive		
Approver:	RAS Executive	Approval Date:	December 2020

Role
<p>The financial responsibility of the RAS lies with all the Executive. However, the portfolio holder of Finance, Audit & Risk along with the Finance, Audit & Risk sub-committee helps ensure fulfilment of the Executive’s supervisory duty in relation to internal control over financial reporting, audit, and risk management. They provide insight and independent advice on the internal control systems and application of them by RAS Management. They will lead by example and act in good faith with due care and diligence. They must uphold the principles, rules and regulations of the organisation at all times.</p>

Key Qualities & Skills
Be able to read and fully understand a financial balance sheet and profit and loss reports
Be a good communicator
Have an eye for detail
Punctual with deadlines
Be able to identify financial risks and mitigate those risks

Key Duties & Responsibilities
<p>General financial oversight</p> <ul style="list-style-type: none"> - Oversee and present budgets, accounts and financial statements to the Executive - Liaise with designated staff about financial matters - Ensure that appropriate financial systems and controls are in place - Ensure that record keeping, and accounts meet the conditions of statutory bodies - Ensure compliance with any relevant legislation - Monitor cashflow and fund investment
<p>Funding & Membership Levies</p> <ul style="list-style-type: none"> - Ensure effective monitoring and reporting - Advise on any of the organisation’s fundraising activities

<ul style="list-style-type: none"> - Ensure that membership levies are utilised under the conditions set by the Executive and/or the membership - Ensure where funds are raised from different funding bodies, the funds are utilised in the way intended
Financial Planning and Budgeting <ul style="list-style-type: none"> - With assistance from the CEO, prepare and present budgets for any new or ongoing projects - Advise on any financial implications of strategic and operational plans - Present revised financial forecasts based on actual income and actual spend
Financial Reporting <ul style="list-style-type: none"> - Present a financial report for every Executive meeting - Report any potential risks and ways to mitigate those risks - Advise on any reserves and investment policy - Assist where necessary with preparation of accounts for auditing purposes, including liaising with the auditor as necessary - Prepare report for inclusion in the Annual Report - Attend the AGM, present audited report and answer any questions
Oversight of Fixed Assets & Stock <ul style="list-style-type: none"> - Ensure that proper records are kept - Ensure that adequate and required insurances are in place
Work closely with the CEO and any appointed external advisor and sub committee
General <ul style="list-style-type: none"> - Know and abide by the rules of the organisation - Have a sound knowledge of the Agricultural & Pastoral Act legislation - Have a sound knowledge of the RAS Constitution - Have a sound knowledge of the Charities Act legislation - Have a sound knowledge of, and act in accordance with, the organisation's code of conduct

Criteria
Signed and approved Memorandum of Commitment
Signed and approved Charities Commission form
Signed and approved Nomination form
Must be computer literate, have access to a computer and printer (preferably with scanning abilities), have personal email facilities and mobile phone

Criteria	
Date Last Reviewed:	December 2020
Next Review Date:	November 2022
To be Reviewed By:	RAS Executive
To be Approved By:	RAS Executive