

# 12<sup>th</sup> Aylesbury Scout Group Role Description

For Financial Admin

Revision 1.0

Date: July 2024

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## Role Description

**Title:** Financial Administrator (FA)

**Outline:** The FA will support the Scout Group to ensure the smooth functioning and sound administration of the Scout Group and Sections finances per the Policy, Organisation and Rules of The Scout Association.

**Responsible to:** The Trustee Board

## Main Tasks

- ✿ Provide Financial administrative support to the Group and Sections
- ✿ Work with the Treasurer to ensure accounts are accurate and accessible
- ✿ Work with the quartermaster to maintain the financial worth of the group's equipment via depreciation
- ✿ Continuous review of processes within the group about the finances and suggest improvements
- ✿ Maintaining Bank signatories are up to date and access is correct

## Communication within the group

- ✿ Chair of the Trustee Board
- ✿ Group Lead Volunteer
- ✿ Treasurer of the Trustee Board
- ✿ Section Bank signatory
- ✿ External providers

## Key Skills for the Role

- ✿ Strong organisational and communication skills
- ✿ Ability to work as part of a team
- ✿ Able to think creatively and solve problems
- ✿ Good IT skills
- ✿ Ability to summarise information for different audiences
- ✿ Willing to speak one's mind and listen to the views of other
- ✿ Able to maintain independent and objective judgement

## Useful Skills for the Role

- ✿ Understanding of Google documents and workspace
- ✿ Understanding of Monday.com