

| <b>IODA Role Description</b>   |  |
|--|--|
| <b>Job Title:</b>  | <b>IODA Treasurer</b>                            |
| <b>Reporting To:</b>   | <b>IODA Executive Committee and IODA Members</b> |
| <b>Working with:</b>   | <b>Secretary General</b>                         |
| <b>Date:</b>   | <b>September 2022</b>                            |
| <p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• The purpose of the Treasurer is to oversee the financial affairs of IODA.</li> </ul>   |  |
| <p><b>Dimensions</b></p> <ul style="list-style-type: none"> <li>• IODA is a not for profit organisation Registered in Denmark and subject to Danish Law.</li> <li>• The Treasurer is responsible to the Executive Committee and the IODA membership for the audited accounts</li> <li>• The Treasurer is a role appointed by the Executive rather than elected by the membership and will not have a vote at the Executive Committee.</li> </ul>   |  |
| <p><b>Context</b></p> <ul style="list-style-type: none"> <li>• IODA must continue to provide the best Championships for junior sailors worldwide and remain as the leading junior sailing class in the world.</li> <li>• The Treasurer will oversee the Secretary General's production of the Annual Budgets that meet the IODA polices as laid out in IODA Handbook, the IODA Event Manual.</li> <li>• The Treasurer will work with the Executive and Secretary General to review, develop and implement the financial polices of IODA.</li> <li>• The Treasurer will be responsible for supervising the production of the annual audited accounts and responsible for presenting them at the IODA AGM.</li> <li>• There is an expectation that the Treasurer will attend the meetings of the Executive and the IODA annual general meeting held at the World Championships.</li> </ul> |  |

**Accountabilities**

- Oversee financial administration procedures of IODA to comply with standard audit controls
- To work with the appointed auditor and ensure the IODA accounts are properly audited
- Oversee the preparation of the annual draft budget for AGM
- Prepare regular financial reviews for IODA Executive Committee
- Authorise all payments over an agreed amount
- Be a signatory on all the IODA current accounts
- Keep under review the current financial practices and policies of the organisation
- Provide general financial advice and input to the Executive Committee.

## Treasurer, Person Specification

| Attributes              | Essential  | Desirable  | Source of Evidence                     |
|-------------------------|--|--|--|
| <b>Knowledge</b>        | Financial management of small to medium business<br>On line accounting<br>Experience of business in an international setting<br>Working with multiple currencies   | Knowledge of the Optimist Class<br>Knowledge of QuickBooks<br>Knowledge of sailboat racing, sales and major events | Application                            |
| <b>Skills</b>           | Good numeracy skills<br>Good communication skills,<br>Good interpersonal skills and the ability to work effectively with a wide range of people.<br>Fluent English language verbal and written skills.   |  | Application<br>Interview<br>References |
| <b>Experience</b>       | Experience of Financial management<br>Experience of producing accounts for audit<br>Experience with producing budgets.<br>Experience of presenting accounts to AGM<br>Experience of working with volunteers.   |  | Application<br>Interview               |
| <b>Qualifications</b>   | Degree level or higher<br>Internet connection fast enough for conference calls   |  | Application                            |
| <b>Values/Qualities</b> | A genuine interest in working with IODA and being part of IODA<br>A positive attitude with enthusiasm and drive<br>Trustworthy<br>Conscientious<br>A good sense of humour<br>Ability to work both as part of a team<br>Commitment to getting the job done. | Willingness to travel  | Interview<br>References                |