

TREASURER

ROLE DESCRIPTION

The TREASURER is the primary steward of the PWN Global Federation's financial resources. The Treasurer serves as an advisor to the Board on the financial impact of all decision of the Federation and ensures that the financial aspects of the Federation are managed in conformance with the Federation's financial policies and French Law and Regulations. All accounts are in France. The Treasurer is responsible for ensuring that the Federation's financial reports are fully available to all City Networks and its members. It is her/his job to inform the Board of the financial implications of any proposed decisions.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board members act in accordance with the law and good governance and management practices, see above.

DUTIES and RESPONSIBILITIES:

- Management of revenue and expenses of the federation and define yearly forecast and budget. This includes preparing budgets, closing year end accounts, and preparing regular update on financial statements for board meetings.
- Oversees the work done by the paid outsourced accountant, who is in charge of recording income and expenses and bank reconciliations. Approve invoices before payment. Ensure bills are collected on time, follow up on any unpaid transactions or errors in charges.
- Supports the paid outsourced accountant in her calculation of City Network membership fees and ensures such fees are paid.
- For the AGM, prepare the annual financial statements and budget review and sign off with the external accountant (for the Corporation) before the meeting date; give a full report at the AGM on the Network's financial
- Alerts the Board to any financial matters that require attention.
- Coordinates and communicates with the Treasury/Finance leads across all city networks to share best practices and ideas
- Participates in regular board teleconference, and regularly attends City Network President teleconferences.
- Three months in advance of the Annual General Meeting, the Treasurer prepares a draft of (i.) a report to be presented at the Annual General Meeting, and (ii.) a budget for the next fiscal year for approval by the Board.
- If there is any paid employee, ensures the paid outsourced accountant undertakes the payment of necessary social charges and declarations. Monitor and coordinate with her all matters related to the online payment system, data collection and transfer of money to the City Networks.
- Liaises with PWN Global in regard to ongoing financial issues. Maintain relations with French Administration such as Inland Revenue Service and Social Charges Services.
- Upon request, provides new Board Members with a basic understanding of the Federation's financial structure and fiscal policies.
- If necessary, recruits an engaged team of volunteers to assist with above activities.

Time Commitment: Approx. 5-6 hours per week (variable and dependent on creation of a support team).

REQUIRED SKILLS and QUALIFICATIONS:

- Demonstrate relevant professional qualifications and experience in managing funds, making sound financial policies and producing financial reports.

IDEAL BACKGROUND / EXPERIENCE:

- A minimum of 6 years of progressively responsible business experience in an international environment.
- Strong experience in accounting and finance/budgeting.
- This person must be knowledgeable with French accounting rules and French Fiscal laws, preferably.
- Ideally having served as a Treasurer, City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board
- Working across cultures and preferably fluency in written and spoken French and English.

BENEFITS:

- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers

