



The UK Association for Gestalt Practitioners

UKAGP Organising Committee Role Summary

Finance Officer

The Finance Officer is responsible for the coordination and monitoring UKAGP finances and is a member of the UKAGP Organising Committee (OC).

The role requires some experience in financial management or accountancy and some numerical and analytical insight into financial arrangements.

In order to use Microsoft Excel as the tool to manage accounts, finances and reporting you would need a reasonably good level of competency with Excel spreadsheets.

While there are no essential qualifications required for this role, any qualifications in financial management, account management, accountancy or business management would undoubtedly be of benefit.

What to expect in this role?

The overarching goals for this role are to understand the financial position of the organisation; to ensure that the organisation's finances are properly managed; and, to oversee financial operations within agreed accounting policies, such as ensuring that the organisation is properly insured against all reasonable liabilities.

In order to do this you will need to be able to maintain accurate accounts of financial transactions, income and expenditure. This means working with the support and assistance of your colleagues on the Organising Committee to: maintain or improve financial systems and processes designed to monitor expenses incurred by the UKAGP; and, supporting the work of the UKAGP using the Constitution as your guide.

It will be important to work with colleagues who may be making decisions involving expenditure to ensure that the adequate provision of financial resources for the organisation, or to highlight risks in the area of financial resilience.

To this end you may be asked to advise the OC about the efficient use of resources, in particular that all monies are applied to UKAGP objectives, and have agreed plans and budgets. This will require regular reporting of the financial position at Committee Meetings, along with an annual report at the AGM.

Information:

We hope this clarifies the role but please do not hesitate to contact the current Finance officer on Finances@ukagp.org.uk for any further information.

Please see ‘*Working as a volunteer member of the UKAGP Organising Committee*’ [on the website](#) for more general description of the role of members of the OC, as well as a detailed description of the aims and objectives of the UKAGP in the [Constitution](#).

Document Version

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