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| **Title:** | **Honorary Secretary** |
| **Reports to:** | **President and Board**  |
| **Term of Office:** | **3 years** |
| **Nomination and Voting:** | **Current Trustees only** |
| **Main purpose of role:** The Honorary Secretary is the member of the Trustee Board responsible for overseeing the financial management of the Association, a role similar to a Treasurer, in line with good practice and in accordance with the Constitution and legal requirements. The Honorary Secretary will ensure that effective financial measures, controls and procedures appropriate to the Association are put in place, and can deputise for the Chair when they are not available. |
| **Key Responsibilities:** * Liaise with the Executive Director over the financial management of the Association.
* Liaise with the Association’s auditors, to ensure that the charity’s annual accounts are compliant with the current Charities SORP.
* Deputise for the Chair as and when necessary in meetings and discussions.
* Draft the financial report to be included in the annual Trustees’ Report.
* Monitor and advise on the financial health of the Association, after liaising with the Association’s accountants.
* Liaise with the Association’s investment manager to ensure that investments are providing a satisfactory return and that investments are being managed in line with the Association’s investments policy.
* Ensure that sound financial controls and systems are in place and are adhered to.
* Advise on the financial implications of the charity’s strategic plan.
* Liaise with the Executive Director over the development of the Association’s budget, and over the monitoring of the Association’s financial performance.
* Advise Board on the Association’s Reserves Policy.
* Provide reports to Board, and at the AGM, on the financial management of the ADI.
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| **Knowledge, skills and experience required:**Financial Experience* Possesses a range of financial knowledge; understanding of processes, accounts and budgets; knowledge of statutory reporting requirements; understanding of operational finance, payroll and taxation regulations; An understanding of Companies House and Charity Commission governance.

Integrity and Trust* Is widely trusted; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner. Acts as the financial authority over the ADI bank balances, investments, budgets and expenditure.

Interpersonal Relations* Relates well to a variety of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact to bring people together in mutual support.

Decision Quality* Makes sound financial decisions based upon a mixture of analysis, wisdom, experience and judgement; sought out by others for advice.

Written Communications* Is able to write clearly and succinctly in a variety of communication settings and styles; can get financial information across that informs decision-making and the best use of resources for the desired effect.

Advising Others* Maintains two-way dialogue with others on work and results; supports understanding of financial procedures and priorities; is a clear communicator.

Organising* Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges financial information and files in a useful manner.

Strategic Agility* Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective.
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| **Key Contacts:****Internal:** ADI Board and Sub-committees, Executive Director, Marketing Manager, Events Manager, Marketing and Events Co-ordinator, Office and Events Administrator Co-ordinator.**External:** Stakeholders, financial advisors and suppliers of financial services.  |
| **Prepared by:**Name: Richard Cantillon, Interim Executive Director Date: September 2022  |