



TREASURER ROLE DESCRIPTION

The Society for Experimental Biology (SEB) welcomes nominations for the role of Treasurer. Information on the role and obligations of a Trustee can be found at [The essential Trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#)

ABOUT SEB TRUSTEES

Trustees make active and dynamic contributions to the Council (that serves as the Trustee Board), using their wide-ranging skills, knowledge and experience to ensure good governance and the development of strategy for the Society.

The Board of Trustees has up to twelve elected members with specific expertise. Council consists of the President, Vice President, Treasurer, Publications Officer, the Chairs of the three scientific sections (Animal, Cell and Plant), an Outreach, Education and Diversity (OED) Trustee, an Early Career Trustee and up to three independent Trustees appointed for their skills and expertise in finance and other areas deemed necessary to ensure that the duties and obligations of the Trustee Board are fulfilled.

ABOUT THE SEB TREASURER ROLE

The role of the treasurer is to maintain an overview of the Society's affairs, ensure financial viability as a going concern, and ensure that proper financial records and fiduciary procedures are maintained.

Term length: 4 years

Start date: July 2023

PERSON SPECIFICATION/ CRITERIA

The Treasurer should have the following skills.

- Senior management level experience, including managing budgets and engagement with Trustee Boards.
- Financial experience including some experience of charity finance, or a broad understanding of financial management.
- Skills to analyse proposals and examine their financial consequences.
- Previous experience of chairing at committee level.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Good independent judgment.
- Evidence of commitment to the Society.
- Strategic vision, with an interest in directly influencing the future activities of the Society
- Be able to constructively contribute to discussions on the future role of the Society that will be articulated through the Strategic Review 2019 to 2024.
- Be willing to commit to the considerable time required to effectively discharge the duties of Treasurer.



OVERARCHING EXPECTATIONS

The Treasurer's role includes:

- Overseeing and presenting budgets, accounts and other financial statements to Council for approval.
- With the Chief Executive Officer, signoff of the Society's annual financial accounts.
- Being assured that the financial resources of the Society meet its present and future needs.
- Ensuring that the Society has an appropriate reserves policy according to the requirements of the UK Charities Commission.
- Ensuring that the Society has an appropriate investment policy that supports the strategic goals of the Society.
- Ensuring that there is no conflict between any investment held and the aims and objects of the Society.
- Monitoring the Society's investment activity.
- Liaising with the Chief Executive Officer and external Finance and audit teams as required.

With the Chief Executive Officer and the external finance and audit teams the Treasurer is responsible for:

- Ensuring that appropriate accounting procedures and controls are in place and transparent.
- Responsible for ensuring that the Society complies with all relevant legislation.
- The preparation and presentation of the annual financial statements and risk registers to the Council.
- Ensure that the financial accounts are prepared and presented in the form required by the relevant statutory bodies.
- Ensure that the financial accounts are audited annually in accordance with the regulations and that any recommendations from the auditors are acted on to ensure compliance.

TIME Commitment

Attendance at up to five Council meetings

- We have two full business meetings, that take up to 4 hours, normally between 10am -1pm GMT and two partial business meetings that last for two hours each. We may have a short meeting at the annual conference.
- An option is available to attend all meetings virtually; in person attendance is encouraged at the November meeting which is held in London.

Providing the services of the Chair at up to three Audit and Risk Committee meetings per year.

These meetings normally last for 2 hours and are arranged a few weeks in advance of the Council meetings. There is the option to attend all meetings virtually.



Attending the HR and remuneration committee

Held once annually (often on the same day as the Audit and Risk Committee meetings.)

Attendance at meetings with external auditors and investment managers

These include audit planning and clearance meetings and annual review with investment managers (each meeting last up to 2 hours and are held virtually)

Attendance at up to three Publications Management Committee meetings.

These meetings normally last for 2-3 hours and are arranged within a week of the Council meetings. There is the option to attend all meetings virtually; attendance at one in person meeting (in November, the day before Council) is encouraged.

As required, active participation in SEB projects with significant financial implications.

The SEB organises international conferences covering diverse areas of modern Animal, Cell and Plant science. Trustees are expected to actively participate as an ambassadorial role at the annual conference.

Regular engagement with the Executive team

Three of the honorary Officers; the President, Vice President and Treasurer; are empowered to take decisions between Council meetings on behalf of Council. This may require regular engagement with the Executive team (by email/telephone and possibly additional virtual meetings.)

REMUNERATION

UK Charity law allows for the payment of travel and subsistence expenses resulting from undertaking SEB business but precludes any other payment to Trustees, as such this position unremunerated.

However, the Society has agreed a concession with the Charity Commission that allows a contribution of £1,000 per annum to your institution in support of your science.

HOW TO APPLY

To apply please download and complete the [Treasurer Nomination Form](#).