



Wanted - British Aikido Association Finance Officer

Due to personal considerations our long serving Finance Officer Brent Moran is stepping down from the role he has undertaken for nearly 20 years. This will be a sad loss to the association and its members and we wish him well for the future. To aid a smooth handover the association are looking for a new Finance Officer the job description for which is highlighted below. All posts in the BAA are undertaken on a voluntary basis.

To apply please provide an outline CV of relevant experience to the General Secretary Claire Grundy

Finance Officer (FO) Job Description

Tenure

- Appointed by the Executive Committee at an Annual General Meeting
- Three year term of office

Purpose

- To provide a financial management service for the association and its funds.
- To provide information and guidance on all financial matters
- To act as a trustee of the association.
- To act as keeper to the official BAA financial records.

Key Accountabilities

To liaise with the BAA executive and: -

- To act as treasurer for the associations funds.
- To act as a trustee of the association
- To act as account signatory of the association.
- To handle the day-to-day financial administration of the association.
- To give financial reports at the associations Annual General meeting.
- To produce and circulate financial statements at official BAA meetings.
- To maintain a reserve balance of no less than £10,000 at any one time.
- To pay all creditors and collect from all debtors such monies that is owed to the association.
- To maintain and store all BAA financial historic documentation.
- To abide by the constitution, byelaws and working practices of the association.

Key Responsibilities

- To maintain financial records
- Investments
- Auditors

Currently the association uses the SAGE accounting system