

JOB DESCRIPTION FOR FINANCE DIRECTOR

The Finance Director oversees financial and company secretarial matters for the chapter. This is dependent on a strong collaboration with other ICF Switzerland Board members, meaning, the Finance Director does not own the budget or any spending decisions, other than those explicitly stated in the Finance Director duties below. Rather, the Finance Director will consult collaboratively with other Board members and Chapter leaders on their specific segments of financial responsibility.

The Company Secretary records and maintains the current filing of the Board Proceedings of the ICF Switzerland Chapter. As the custodian of corporate records, the Company Secretary is the keeper of organisational records such as bylaws, contact lists, and financial data.

Finance Director Roles & Responsibilities

Budgets

- Lead the annual budgeting discussion for the forthcoming year, before the AGM each year so that it can be reported and approved in the AGM

Oversee ICFS Financial Administration

- Manage cash flow
- Payment of invoices and expense re-imbursements
- Reconcile Bank Statements
- Understand By-Laws and how they apply to Finance

Generate Financial Reporting

- Provide Financial reporting each quarter to Board, this includes the following:
 - Profit & Loss, compared to previous year, budget & forecast for Current year
 - Balance Sheet
 - Chapter Accounting

Policies & Procedures

- Safeguard ICFS finances by ensuring the correct policies and procedures are in place. This will cover:
 - Segregation of duties
 - Approval of payments
 - Finance spending policy

Statutory & External Reporting

- Provide Annual accounts to be certified by a public accountant is who approved by the board.
- Arrange for the Internal Auditors to review the annual report and Balance sheet and approve at the AGM.
- Provide Chapter Activity & Financial reports to ICF annually with supporting documentation.

Strategy

- Attend all board meetings

- Provide advice regarding the financial opportunities or impacts on any strategic plan and large expenditures

Company Secretary Roles & Responsibilities

Minutes of Meetings

- Responsible that accurate minutes of meetings for all official ICFS meetings are taken. Circulates and ensure a copy is retained in electronic storage platform

Custodian of records

- Ensures that the records of ICFS are maintained as required the by-laws and law and made available when required by authorized persons. These records may include founding documents, (eg. by-laws), lists of directors, board and committee meeting minutes, financial reports, and other official records.
- Provide the list of new board members to ICF Global each January following the board elections
- Compile, edit and submit ICF Chapter Annual Activity Report to ICF Global, typically early in the 3rd^h quarter each year.

Signing officer

- Serve as the co-signing officer -with the President. This designation gives her/him the authority to sign documents, such as contracts, checks and credit applications, on behalf of the organisation.
- Facilitate annual update signatories for chapter's bank account each January. Updating the signatories to ensure the following Board members have signatory power – President, Vice-President and Treasurer.

Manage 3rd Party Outsourcer

Electronic Storage Platform

- Ensure Access control maintained for all active members of the extended leadership team.
- Maintain chapter's Electronic storage platform and files in an orderly fashion.

Additional Experience for this position:

- A financial qualification and/or professional experience in a finance or accounting function is desirable.
- MS Excel experience
- Analytical skills