

Terms of Reference for ACT Alliance Treasurer

Background

United in the common task of all Christians to manifest God's unconditional love for all people, the ACT Alliance works towards a world community where all God's creation lives with dignity, justice, peace and full respect for human rights and the environment. As churches and church-related organisations, we work together for positive and sustainable change in the lives of people affected by poverty and injustice through coordinated and effective humanitarian, development and advocacy work. ACT Alliance members are bound together by several core values that are grounded in our Christian faith and which guide our humanitarian, development and advocacy work. These are reflected in the *Founding Document* of the ACT Alliance.

Role of the Treasurer of ACT Alliance

The Treasurer is one of the three Officers of the Governing Board and is a member of both the Governing Board and the Executive Committee.

The Treasurer is the Chair of the ACT Alliance Finance Committee.

The Treasurer oversees sound management of ACT Alliance finances.

Responsibilities of the Treasurer

- Represents the best interests for the alliance, above the interests of his/her own member organisation.
- Represents the views, opinions and perspectives of the whole membership of ACT Alliance.
- Physically attends and participates in annual Governing Board and Executive Committee meetings.
- Participates in remote Governing Board and Executive Committee meetings, when requested to do so.
- Physically attends and chairs the annual Finance Committee meeting if taking place.
- Convenes and chairs in remote Finance Committee meetings, in advance of Governing Board and Executive Committee meeting, as well as other times during the year as necessary.
- Advises on request, but also on own behalf if needed, the Governing Board and Executive Committee as well as the General Secretary of the ACT secretariat on financial matters as well as risk management of the ACT Alliance, including its annual budget, accounts, financial plans and associated rolling forecasts and audited financial statements.
- The Treasurer is responsible for the establishment and keeping of the ACT Alliance accounts and financial statements to be submitted to the Governing Board.

Competencies/Requirements

- ACT Alliance member nominating an individual must be in good standing (for example members that are not suspended).
- ACT Alliance member must have demonstrated engagement* in the life of the alliance.
- The individual nominee has prior experience at senior staff, management or governance level.
- The individual nominee has extensive and demonstrated knowledge and experience in financial management including budgeting and accounting and reporting at an international level.
- The individual nominee has engaged* in the life of the alliance.
- The individual nominee must be proficient in English both spoken and written and be able to communicate with Governing Board members and other relevant stakeholders both in and in between meetings without the support of interpreters and must be able to read English documents.
- Female candidates who fulfil these requirements are strongly encouraged to apply.

Description of the ACT Alliance Finance Committee

The Finance Committee shall be composed of four members, including the Treasurer, from ACT membership who will be appointed by the Governing Board for the time of its mandate. The Finance Committee plays a critical role in assisting and advising the ACT Alliance secretariat management on key financial issues, by recommending financial policies and policies related to the management of investments and reviewing the annual budget prior to Governing Board approval. The Treasurer will chair the Committee's meetings. The Committee will work closely with the General Secretary and the Head of Finance and Administration to ensure best practice related to financial management and fiduciary responsibility. The Finance Committee will report to the Governing Board, or to the Executive Committee between sessions of the Governing Board.

* Engagement in the life of the alliance at a member level could include examples such as active participation in a relevant ACT Forum, implementing or funding an ACT Appeal, staff representation in Communities of Practice, Advisory Groups, Governance Bodies, hosting of events, providing secondments, etc. Engagement in the life of the Alliance at an individual level could include examples such as personal engagement in Communities of Practice, Advisory Groups, Governance Bodies, Forum Coordination, etc.