



Treasurer of the Faculty of Physician Associates

Job Description

The Treasurer of the Faculty shall be responsible for assuring accurate maintenance and accounting of the finances of the faculty within the systems and governance processes of the Royal College of Physicians (RCP). The Treasurer of the Faculty shall be subject to the greater authority of the RCP Treasurer and Board of Trustees.

The Treasurer shall give a report of the general financial condition of the Faculty at the annual meeting of the membership.

The Treasurer will give regular financial updates at each Board of Trustees meetings as a standing item.

The Treasurer will attend the executive team meetings

The Treasurer shall monitor monies generated by the Faculty into such accounts as are established by the RCP; shall disburse such monies as necessary on order of the Board but within the financial processes of the RCP; shall monitor such records of these transactions as necessary; report to the Board the financial status of the Faculty and accounts when requested; and other duties as assigned.

The treasurer will look at avenues that the FPA may be able to explore for funding (grants, sponsorship) and fund raising

Time Commitment

This will be approximately 1 day per week including but not limited to; attendance at FPA board meetings and executive team meetings

Term of Office

3 calendar years as per the bylaws of the FPA/RCP

Qualifications

Experience and understanding of accounts, budgets and budgeting

Experience and understanding of using spreadsheets, excel and IT systems

An accounting or equivalent qualification would be preferable

Previous experience as a Treasurer

