THE ASSOCIATION OF JAMAICANS UK (AOJUK)

Job Description: Non-Executive Director of Finance

1. Purpose of the Role

The Director of Finance is responsible for overseeing the financial affairs of AOJ UK, ensuring that the Association's funds are properly managed, accurately recorded and used in support of its objectives. The role will promote financial accountability, transparency and good financial practice across the Association and its three London branches.

2. Key Responsibilities

A. Financial Management and Record-Keeping

- Maintain accurate records of the Association's income, expenditure, assets and liabilities.
- Monitor the Association's bank accounts and financial transactions.
- Ensure that receipts, invoices and supporting documents are properly retained.
- Prepare regular financial updates for the Central Executive Committee (CEC).
- Actively support the Associations branches with financial management and record-keeping.

B. Budgeting and Financial Planning

- Prepare an annual budget in consultation with the CEC and relevant officers.
- Monitor expenditure against the approved budget and identify significant variances.
- Advise the CEC on the Association's financial position and ability to meet its commitments.
- Support financial planning for events, projects and other activities.

C. Income, Expenditure and Payments

- Monitor income from membership subscriptions, donations, fundraising and events.
- Ensure that payments are properly authorised and supported by appropriate documentation.
- Encourage the use of secure and cost-effective banking and payment arrangements.
- Maintain appropriate controls over cash handling and reimbursement of expenses.

D. Financial Reporting and Accountability

- Prepare an annual financial statement for presentation to the CEC and membership, as required by the Association's constitution.
- Assist with the preparation of accounts for independent examination or other appropriate scrutiny where required.
- Ensure that financial information is presented clearly and can be understood by members.
- Bring any significant financial concerns, irregularities or risks to the attention of the CEC promptly.

E. Financial Compliance and Risk Management

- Support compliance with applicable financial, charity and other legal requirements relevant to the Association's status.
- Ensure that appropriate financial controls are maintained, including safeguards against fraud, error and misuse of funds.
- Work with the CEC to ensure that any restricted donations or grants are used in accordance with their stated conditions.
- Maintain appropriate financial records for reporting, audit or examination purposes.

3. Accountability and Working Relationships

The Director of Finance will report to the Central Executive Committee (CEC) and work collaboratively with the Association's officers and three London branches.

The Director will provide financial information and advice to support informed decision-making. The role does not, by itself, authorise the Director to commit the Association to expenditure outside approved budgets or delegated authority.

Financial decisions and significant commitments must follow the Association's constitution, agreed financial procedures and any relevant CEC approvals.

4. Person Specification

The Director should demonstrate:

- Basic to good financial management, bookkeeping or accounting skills.
- An ability to prepare budgets, monitor expenditure and present financial information clearly.
- Honesty, integrity, accuracy and a commitment to financial transparency.
- Good organisational and communication skills.
- An understanding of the importance of confidentiality and appropriate financial controls.
- A willingness to contribute time and expertise to support the Association's objectives.

Formal accounting qualifications are desirable but not essential, provided the individual has the necessary competence and experience for the role.

5. Review

This job description may be reviewed by the Central Executive Committee to reflect the Association's changing needs, financial responsibilities and available resources.