

Honorary Treasurer Division of Occupational Psychology (DOP)

Purpose: The DOP Treasurer takes the lead on all things financial and supports the Division in adopting a business focused and transparent way of working.

Term: Three years when elected, up to one year when co-opted

Activities

Duties include:

- a) Providing the Executive and DOP Committee with up-to-date financial data relating to the budget, including current and projected spend, and preparing a suitable report for the AGM.
- b) Assisting Strategy and Working Groups in preparing their budgets and acting as a 'go to' resource for financial queries.
- c) Evaluating budgetary information.
- d) Making recommendations on financial priorities and spend in consultation with the DOP's Executive.
- e) Reviewing and improving financial processes and systems.
- f) Approving expenses and contract expenditure in conjunction with at least one other member of the Executive team.
- g) Preparing an annual report within deadlines to be submitted to the membership at the AGM.
- h) Liaising with the BPS Honorary Treasurer, Member Networks Accountant and Finance Director as required.
- i) Working with and assisting the working groups to operate within the BPS financial guidelines and policies.
- j) Attending quarterly DOP committee meetings and monthly DOP executive teleconferences plus any additional meetings needed for the role and executing any actions arising as appropriate.
- k) Attending central BPS meetings as necessary.

Personal Attributes

Essential

- Full Member of the Division
- The candidate should provide evidence of financial acumen.
- The candidate will have managed budgets successfully; this will be either in their professional role or in a committee role.
- Respects confidentiality and demonstrates high levels of integrity

- Ability to demonstrate initiative and deliver on agreements
- Well-organised, keeps clear records and able to complete tasks in a timely manner
- Excellent written and verbal communication

Opportunities

- Developing board level experience as part of the Executive of the Division
- Gaining a strategic oversight of the work of the Division and the BPS
- Be a part of influencing the wider profession and giving back to the profession
- Stay connected to the latest developments in Occupational Psychology
- Networking with key psychologists

Accountability

The Treasurer is accountable to the BPS, DOP Committee and the DOP membership.

Relevant Documentation

Documentation will be available on liaison with the DOP coordinator.