



TREASURER

This document describes specific programme objectives and responsibilities assigned to the Vice President Treasurer post.

The candidate applying for the position of ISOCARP Treasurer shall demonstrate experience in administrating the budget and should have a good knowledge of the projects ISOCARP carries out, that is of the financial matters which apply to the scope and kind of work the Society performs. Making oneself familiar with the auditing, accounting and booking practice in The Netherlands is desirable and should take place after the position has been taken. Normally, ISOCARP employs a Bookkeeper, Accountant and the Auditor on a part-time basis, the last one on demand. The responsibility of the Vice President Treasurer is to collaborate with them.

Post Description

The Treasurer is responsible for the budget management and control, the ISOCARP accounts, fee policies and all other financial aspects of the contracts with ISOCARP partners and other (commercial) organizations relating to the projects to be undertaken by the Society.

Objectives and Responsibilities

- Preparing the annual Budget (annual financial plan)
- Managing and controlling the Budget
- Monitoring and controlling the ISOCARP accounts
- Monitoring financial outcomes against the budgets and taking appropriate actions
- Ensuring that all adhere to the financial procedures outlined in the financial procedures policy document
- Facilitating the annual audit
- Collaborating with the Bookkeeper on all issues related to bookkeeping
- Collaborating with the Accountant on all issues related to the accountant work
- Preparing the Annual Financial Statement (annual accounts)
- Managing the financial aspects of ISOCARP contracts with partners and commercial organizations for the organization and delivery of all ISOCARP events and projects
- Closely collaborating with VPs who are in charge of the particular projects, the Secretary General and the Secretariat
- Presenting the Annual Financial Statement (annual accounts) in the Bureau meeting and General Assembly meeting.

Reporting

- Prepare an annual **Financial Plan** at the beginning of the year to be submitted to ExCo for adoption
- Prepare **Progress Reports** to ExCo for the regular ExCo meetings
- Prepare an annual **Financial Statement (annual accounts)** to the ExCO for adoption, and for the Bureau and Annual General Meetings.