

# **GPEX FINANCE CO-ORDINATOR**

## **KEY PURPOSE**

The role exists to represent the members and to further the achievement of the Green Party's objectives generally and specifically through providing a leadership and advice on Finance issues, supporting the other GPEX members to fulfil their financial responsibilities.

The role holder will often (but not always) act as the Treasurer (see supplementary role description).

## **ACCOUNTABILITY**

As the Green Party Executive (GPEX) is responsible and liable for the governance and functioning of the organisation, members are accountable in varying degrees to a variety of stakeholders, including members the Green Party Regional Council (GPRC) and each other.

Furthermore, GPEX members should take a lead on building public trust and confidence in the Party's work through demonstrating good practice and good governance, taking into consideration the wider implications of the decisions they make, and to communicate widely the reasons behind such decisions or actions.

## **ROLE SPECIFIC DUTIES**

### **COMPLIANCE**

Either fulfil the role of the Treasurer or enable the role of the Treasurer to be fulfilled. This includes:

- Ensuring that staff with the necessary skills and experience are in place to support the organisation
- Ensuring that timely and accurate financial reporting information is made available to GPEX and submitted in accordance with external requirements.

## **SUPPORT TO GPEx**

- Ensure that financial information submitted to GPEx is accurate, timely, and presented in a format that enables GPEx members to engage with it. Provide training/mentoring support to GPEx members on financial compliance matters.

## **FUNDRAISING/DEVELOPMENT**

- Ensure that a fundraising/development strategy is in place and agreed by GPEx and oversee its successful delivery. Ensuring that donations are compliant with both legal obligations and the values of the Party.

## **GPEx COMMITTEES**

- Convene the Administration and Finance Committee (AFCom) in line with the Constitution and ensure that it asks challenging questions so that the assurances that Committee provide to GPEx are robust. Member of the Donations Scrutiny Committee.

## **RELATIONSHIP WITH OTHER PARTS OF THE PARTY**

- Forge good working relationships with Accounting Unit Treasurers to ensure that there is good engagement with and understanding of the organisation's finances and that all compliance obligations are met appropriately.

## **RELATIONSHIP WITH STAFF**

- Work closely with the Chief Executive Officer, the Head of Finance and the Head of Development to ensure that finance and fundraising targets are met and reported to GPEx.

## **GREENQUEST**

- Authorising loans on behalf of the Executive from the GreenQuest fund.

## **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE**

The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous:

- Good understanding of governance and strategy in a medium-sized organisation
- Strong financial background
- Experience of interpreting, challenging, and presenting finance reports including annual accounts
- Understanding of the role of the Treasurer

## **ADDITIONAL INFORMATION**

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## **BEHAVIOURAL STANDARDS**

All members of GPEx are expected to adhere to the Code of Conduct and operate in a way that upholds the Values of the Party and supports the Philosophical Basis on which it is built.

## **ROLE DESCRIPTION REVIEW**

This role description is reviewed at the end of the first year of each 2 year term, and in advance of every election.

- Last review date: **May 2025**