

Honorary Treasurer, Association of Veterinary Anaesthetists

Job description

- Liaising with Liz Barrett over all financial matters associated with income and expenditure relating to the AVA and the AVA Educational Trust
- Ensuring the accounts are up to date and that they are audited on a regular basis to meet with legal obligations
- Ensuring that our activities are consistent with the requirements of the Charity Commission
- Authorising of payments for prizes, travel awards etc
- Discussing, creating and implementing the budget (occasional requests for monies may need refusal)
- Keeping a list of sponsors and incoming money (This is now implemented in conjunction with the sponsorship sub committee)
- Reporting back to the AVA membership regarding the accounts of the AVA and AVA Educational Trust
- Being a member of the AVA executive committee and an AVA Trustee (this involves monthly Skype meetings)
- Occasional meetings with Liz Barrett and investment company in Cambridge
- New website duties including monitoring monies and subscriptions via membership database, liaising with Liz Barrett, AVA secretary and membership secretary

Time allocation: 15-30 hours per month