



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

IHBC Treasurer: Job description

The Treasurer is a trustee of the IHBC with primary responsibility for the Institute's finance portfolio, usually as chair of the Finance and Resources (F&R) Committee. In addition to duties as a trustee of the charity and director of the company (http://www.ihbc.org.uk/about/corp_papers/corp_papers.html) the post-holder is responsible for the following activities & roles:

1. To shape, agree with Council, and deliver on the annual Business Plan of the Finance & Resources (F&R) Committee
2. To report Committee progress to Council in accordance with Council procedures and timetables, and to respond to queries from Council and other interests regarding the delivery of the Business Plan and any other related committee business or interests
3. To chair F&R Committee meetings, and agree and progress agendas & programmes in line with corporate objectives & capacity
4. To maintain oversight of national AND committee budgets
5. To serve as the primary contact on financial, project and cost matters, maintaining contact and communication across relevant internal and external networks, bodies and interests
6. To review regularly committee membership, representation, skills sets and focus, ensuring that all align with Business Plan objectives
7. To maintain a current job description of the role, with key duties, activities and annual programmes aligned to the Business Plan.

Skills, knowledge, experience & commitment

1. Experience in relevant financial and/or human resource management, including awareness of their operation and application in national/UK-wide bodies
2. Experience of operating across diverse areas of the heritage, conservation and/or construction sectors
3. Capacity to work with modern IT systems and resources
4. Relevant and demonstrable corporate experience in delivering business plan objectives and targets
5. Experience of strategic or national operations in relevant voluntary bodies/charities, ideally the IHBC, including demonstrable organisational, management & committee achievements
6. Knowledge and/or experience of trustee or similar roles & duties
7. Capacity to commit to at least 8 meetings a year (most in London) & to undertake relevant professional networking
8. Full membership of the IHBC and current CPD.

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