



Welsh Association for
Gastroenterology and Endoscopy
Cymdeithas Gastroenteroleg
ac Endosgopi Cymru

Treasurer

Role Profile

Post Title:	WAGE Treasurer
Tenure:	5 years
Accountable to:	WAGE Executive Committee
Remuneration:	Expenses covered
Key Relationships:	WAGE Executive Committee Members and stakeholders

WAGE is the professional leadership group for all aspects of Gastroenterology and Endoscopy in Wales. The organisational aim is to improve the care of patients in Wales with gastrointestinal disorders by:

- Providing leadership and professional advice
- Facilitating collaboration between multi-professional groups
- Acting as a forum for disseminating advances within the discipline
- Encouraging higher standards of training and education
- Promoting research and audit
- Facilitating processes for developing all Wales guidelines
- Facilitating patient and public interface

WAGE must ensure patient and staff needs are met and members are able to access the necessary support, guidance, and leadership. Strategic and annual operating plans must be delivered and aligned to resources. Robust financial governance is necessary and ensured by the WAGE treasurer.

Job Summary

The treasurer is responsible for overseeing all aspects of the financial management of WAGE. Working closely with other members of the Executive Committee the Treasurer will safeguard the organisations

finances and act as a reference point for clarifying financial implications of proposals and other financial matters.

Key Responsibilities

- To ensure that adequate financial controls are in place
- To ensure all financial dealings are properly accounted for
- To ensure any surplus funds are reinvested in education, training, and support for WAGE members
- To advise on value for money of potential expenditure
- To manage WAGE bank accounts including payment of invoices, transfer of funds for awards and sponsorships
- To ensure records and accounts are clear and updated in line with standard operating procedures
- To produce bi-annual accounts for presentation at WAGE executive meetings and at the Annual General Meeting
- To prepare balance sheets for annual external audit of accounts
- In conjunction with the WAGE executive committee, agree a budget for each educational event, and to ensure adherence where possible
- As a member of the Executive Committee and Core Executive Group ensure attendance at meetings (at least 80%)
- To ensure appropriate financial systems and controls are in place
- To ensure compliance with relevant legislation
- To advise on financial implications of strategic and operational plans

Personal Specification

Essential	Desirable
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Commitment to WAGE and capacity to attend Core Executive Group meetings-held on alternate months	Experience of undertaking a similar role
Ability to communicate financial information clearly	Experience of analysing proposals from a financial perspective
Ability to work as part of a team	
Willingness to challenge	
Impartial and fair	