

The Finance Director role is primarily concerned with administering the finances for the IIBA UK Chapter and ensured the relevant deadlines are met for key submission dates for HMRC / Companies House activities.

Accounts are compiled annually for a financial year that runs from February 1<sup>st</sup> to January 31<sup>st</sup>. They are reviewed and signed off by the Board and presented to members at the AGM around April after which they need to be submitted to Companies House by the end of September.

The other key diary date is the annual return which is due in February which requires us to re-confirm our registration details, Director information and our type of business.

Outside of these regulatory responsibilities, the Financial Director supports the day to day financial administration of the UK Chapter, paying expenses and bills and raising invoices. The role-holder also monitors our Paypal and bank accounts and sets appropriate financial governance.

More recently, the FD has set up more formalised budgeting procedures and will track these throughout the year. As the UK Chapter has grown, the level of income and expenditure has risen over the past few years and a greater level of diligence is now required to track proposed spending against actuals and to enable the Board to consider strategic initiatives to support further growth and an improved service offering to our members across the country. Directors will be responsible for proposing their own budgets and monitoring approved budgets against actual income and expenditure whilst the FD will keep an overall view on the state of the chapter budget and flag where spend is over budget so appropriate decisions can be made as to how to proceed.

The Financial Director challenges proposed expenditure and reviews business cases as appropriate for larger items of spend to ensure that we are investing in those areas which will bring the greatest benefit back into the organisation.

Outside of all of the financial management elements, the Financial Director is currently also a member of the Conference Advisory Board along with the President, representing the IIBA on this forum and playing a key role in defining the conference on an annual basis.

The Financial Director also takes on other duties as required within the Board to support other Board members.