



AWTE Board Positions

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| About the AWTE | <p>Stay Connected, Stay Ahead with the AWTE</p> <p>Our vision as an organisation is to support and inspire people to learn, grow and thrive in the travel and hospitality industries.</p> <p>Our mission is to provide a creative, innovative, and safe space for the support and personal development of our members. Whilst shaping a more inclusive and equal industry.</p> <p>We aim to:</p> <p style="text-align: center;">Develop, Inspire, Support, Collaborate, with an Open mind</p> |
| Role on the Board | Finance Director |
| Location: | Remote |
| Role Overview | <p>The Finance Director oversees the Association's accounts, builds a profit and loss for each event, checks bills, pays invoices and advises the board on matters of economy and finance.</p> <p>The financial year runs from 01 February to 31 January and audited reports are prepared for submission at the AGM, which is held in April. As we are registered for VAT the Finance Director submits the quarterly VAT returns.</p> <p>A Finance Report is provided at each board meeting giving details of the bank balances, payments made and received during the month and any other finance matters so that all board members are up to date with the finances of the Association.</p> |
| Responsibilities: | <p>Key responsibilities will include:</p> <ul style="list-style-type: none">• Be the first point of contact to our supplier for invoices. When the invoice has been received the finance director will liaise with the director responsible for the spend and the Chair to |



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| | <p>ensure that the amounts are correct and agreed. When confirmation has been received the finance director will then organise for payment to be made.</p> <ul style="list-style-type: none">• Manage all Board expenses. Any expense incurred by any board member must be cleared with the finance director initially before any monies are spent by the appropriate director. This should be done at the monthly board meeting with the Chair or Vice Chair's agreement. Expenses must be completed correctly by the board member and submitted no more than 30 days later with the receipt scanned and attached to the expenses claim form.• Ensure that our accounts are being kept up to date and reported correctly. If there are any outstanding debtors, the finance director will help to chase. If it is renewal of membership, the finance director should liaise with the membership director initially as membership and renewal are her area of responsibility. However, she will need details from the finance director who will receive the most up to date reports. The finance director will be responsible for chasing payments.• Will be the signatory on any contracts that we have to enter that have a cost to AWTE (e.g., Christmas lunch, event venue, website etc.) and shall keep copies of these contracts and records to be shared with the board at the next meeting.• Will be responsible for reviewing the AWTE business banking and ensure that we remain competitive with rates.• Investigate any payment systems that may be a better option both financially and administratively and report back to the board for a decision to be made on whether we change or use other systems than we do currently.• Liaise with the events directors to agree the P&L for the event and will expect regular updates from the event directors on the P&L• Discuss the end of the year finances before these are submitted to White Hart Associates (the AWTE auditors/accountants) and then sign off the report from WHA with the Chair.• Appraise board members monthly of the financial situation of AWTE.• To frequently review profit and loss.• Communicate financial matters to the Chair and Vice Chair• Deliver the Finance Report to the membership at the AGM.• To keep companies house updated on directors current and resigned and that all relevant registered addresses are correct. |
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| | <ul style="list-style-type: none"> • Liaise with events directors to ensure that cost plans are paid on time. • Liaise with memberships directors to secure payment. • Respond to requests for information from the media or designating a spokesperson or source of information. • Build and maintain a positive public image for AWTE. • Represent the AWTE at industry events and actively recruit new members. |
| Additional Responsibilities | <p>Other responsibilities may include:</p> <ul style="list-style-type: none"> • Covering for other members of the Board when on annual leave or overseas at conference • Working closely with the events team in the run up to the Annual Christmas Lunch and Awards • Contributing content for the monthly newsletter supporting the Communication Director |
| Role Expectations | <ul style="list-style-type: none"> • You need to be able to dedicate time in the working week to be able to support the AWTE. • Need to be available to attend monthly remote Board meetings. • Need to submit a Board report each month in advance of the Board Meeting • Need to be able to attend AWTE events where possible |
| Reward & Benefits | <p>This role is a voluntary role.</p> <p>Benefits</p> <ul style="list-style-type: none"> • An opportunity: <ul style="list-style-type: none"> ○ to enhance your Personal Development ○ Grow personal and professional network. ○ to raise your personal profile <p>Reward</p> <ul style="list-style-type: none"> • As a token of thanks for the time invested, we will offer a complimentary place to the Annual Christmas Lunch and Awards in London. If you are not based in London the AWTE will cover your travel expenses too. |

The above list is not exclusive or exhaustive and you will be required to undertake such tasks as may be reasonably be expected within the scope of the position.

The Candidate

Specific **skills, experience, and qualities** the AWTE is looking for from the ideal candidate:

- Must have been a member of the AWTE for 12 months.
- A determined individual who possesses patience and a good sense of humour
- Passionate about the AWTE mission and values



- Experience in the travel industry is an advantage.
- A strong leader, with excellent people skills
- The ability to work to deadlines and targets.
- An ability to work collaboratively with the wider Board.
- Good organisation and administration skills
- Excellent communication skills