

Finance

- ✚ Liaise closely with Chair of Finance and County Commissioners over all financial matters.
- ✚ Member of the Finance Committee, updating the team on all aspects of office finance.
- ✚ Member of the Office Team.
- ✚ Attend County Executive meetings and report on county finances.
- ✚ Checking incoming invoices and reimbursing.
- ✚ Team meeting with other Office Staff members, once a term to get information that is relevant to the office.
- ✚ Liaise with County advisers and coordinators about accounts prior to, during and following events.
- ✚ Sending out cheques/payments and keeping up-to-date on county, programme and international events, to enable the budgets to be monitored and the correct elements to be paid in a timely manner.
- ✚ Payroll.