



WORLD ADMINISTRATORS
ALLIANCE

Role Description

Position title	Finance Officer to World Administrators Alliance Council
Responsible to	Chair of World Administrators Alliance Council
Responsible for	No direct reports
Liases with	WA-Alliance Council, Convenor of the WA-Summit, and other such persons as shall be designated by the Council.
Term of Office	All Council members are as a rule elected for a period of two year, renewable for a maximum period of four years.
Our mission and purpose	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is the governing body endorsed by the 11th WA-Summit Business Meeting of Delegates from 27 Countries in August 2020. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

Position purpose

The Finance Officer is responsible for supporting the Chair and the Council with all financial matters necessary to execute the business of the WA-Alliance, including but not limited to:

- Establishing the yearly budget for the WA-Alliance business including proposal for membership fees.
- Establishing the budget for the WA-Summit and determining the participants fees.
- Determining the partner-/sponsorship fees.
- Controlling incoming and outgoing payments against the budgets.
- Accounting.
- Quarterly reporting of financial status of the association.
- Establishing the annual accounts report including audit.
- Taking care of the tax issues.



Key responsibilities

The Finance Officer will work closely with the Chair and the other Council members to execute the WA-Alliance business. The Finance Officer shall be mainly responsible for all financial matters of the WA-Alliance business and the WA Summit.

Primary Duties:

- The yearly budget is prepared and submitted for approval to the AGM.
- The budget for the WA Summit is prepared including determination of the participants fees.
- Determining the partner-/sponsorship fees.
- All invoices for membership, event attendance and/or partnership/sponsoring are issued in Xero and/or Wild Apricot and payments are supervised accordingly.
- All supplier invoices and expenses are settled accordingly.
- The association's bank account and credit card is operated and supervised accordingly. The Chair has also access to the bank account and receives notifications about transactions.
- The accounting is kept up to date in Xero on a regular basis.
- The Council Members are informed about the financial status (YTD and forecast for the financial year) at least once per quarter or upon request. For transparency reasons, the Council Members have a read-only access to the accounting tool.
- The annual accounts report (Income Statement and Balance Sheet) is issued and audited before submission to the AGM for approval.
- The tax declarations and payments are submitted on time:
 - Delaware Franchise Tax by 1st of March every year.
 - Tax Declaration by 15th of May every year.

Qualifications

- A commitment to, and a clear understanding of the mission of the Council.
- At least one year of previous service on an association board.
- An adequate level of finance and accounting knowledge.
- An adequate level of event management and partnership/sponsorship management.
- Good proficiency of accounting and banking software / tools as well as event management tools.

Evaluation

The effectiveness of the Finance Officer role conduct and position description will be evaluated by the Chair.