

Role Description for Director of Finance **Essex International Jamboree**

Thank you for considering this role for the 2012 Jamboree, As a team we have been discussing the event for some time and are really starting to get a feel for its theme and the approach we would like to take. The event will take on board our experiences and will build on the previous Essex events which have been so successful. We are looking forward to sharing our vision and listening to your ideas and views on the Jamboree and your role within it.

This is a key appointment for the facilitation and organisation of the Essex International Jamboree 2012 (EIJ2012).

Reporting to the Deputy Jamboree Chief this role forms part of a team of 6 Directors who, with the Chief and Deputies, form the Event Executive to plan and facilitate the effective and safe running of the event.

Key Objectives:

To be responsible for ensuring that the Jamboree is properly budgeted for and that all departments are aware of and work to agreed budgets.

To ensure that all financial aspects of the Jamboree are financially sound and to work with a team of finance managers to achieve this.

To work closely with the Essex County Scouts Treasurer in authorising and arranging payment of all invoices and accounting for all monetary receipts both before, during and after the event.

Responsibilities include:

To be an active part of an Executive Team (in accordance with the management structure attached) that will manage and co-ordinate the organisation of the EIJ2012, the use of inspirational leadership and strong teamwork; leading from the front, meeting designated time lines and working within an agreed budget.

To report regularly, as requested, through the Chief and Deputy Chief or directly by arrangement to the 4 County Commissioners representing Essex County Scouts, Girlguiding Essex North East, Girlguiding Essex South East and Girlguiding Essex West.

To recruit (in conjunction with the Chief and Deputy Chief) Heads of Department, teams and personnel to initiate, manage, provide and meet the objective of the Department and the Jamboree.

To attend regular meetings, as arranged, on evenings and weekends as required.

To facilitate and chair meetings of Heads of Department within the Finance team.

To be prepared to accompany or deputise with the Deputy Chief as and when necessary.

To have fun.