

**Job Description:**

www.tapra.org

**Treasurer / Membership Secretary**

Job Title: TaPRA Treasurer/ Membership Secretary

Based at: Any UK Institution (but currently The University of Manchester)

Position reports to: TAPRA Executive Committee

Job purpose summary: To process, manage, organise and administer TaPRA finances and the membership body of TaPRA and maintain an overview of both.

Key responsibilities/ accountabilities:

* Ensure the effective and efficient administration of the organisations funds
* Monitor the financial stability of the organisation
* Maintain proper financial records and procedures and guarantee appropriate processes are initiated and adhered to re: budgets, expenses, reimbursements etc
* Oversee and approve budgets for annual conferences
* Manage the financial aspects of Working Group interim events and verify existing/process new TaPRA memberships for these events
* Process membership applications and update the membership database including the email distribution list
* Liaise and engage with the membership via email enquiries, cfps etc
* Monitor and administer both current and reserve accounts and the paypal account
* Formulate reports for both Executive Committee meetings and the membership at the AGM
* Manage the PG bursaries for the annual conference