



Development Manager: The Association of Charity Independent Examiners

About ACIE

ACIE was originally established in 1999 as an unincorporated association. It is now a charitable company limited by guarantee which was incorporated on and governed by its Articles of Association dated 6 December 2010.

The Association is registered with the Charity Commission for England and Wales and the Office of the Scottish Charity Regulator.

ACIE is governed by a Board of Trustees who meet at least three times a year. The Board has a number of sub-committees including a membership committee, training committee and finance committee.

The objects of the Association are to promote greater effectiveness of charities in the United Kingdom in the achievement of their charitable objects by:

- providing advice, support, and training to any person acting or wishing to act as an Independent Examiner of charity accounts;
- promoting and maintaining high standards of practice and professional conduct by its members; and
- providing charity trustees with information in connection with the selection and appointment of Independent Examiners:
- an enquiry service for members, non-members and charities seeking an independent examiner;
- training courses and conferences;
- an occasional newsletter for members;
- the professional qualification of Full Membership, designated by ACIE or FCIE; and
- collaboration with other bodies where this furthers ACIE's objects.

Development Manager: Job Description

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| Job title: Development Manager | Duration: Permanent |
| Responsible to: Board of Trustees & Chair of Trustees | Salary: £29,636 - £31,371 p.a. pro-rata |
| Hours of work: 22 hours per week | Location: Home based with UK wide travel and attendance at Board meetings (usually held in England) |
| Closing date: 5pm 24th May 2019 | Interview date: Week beginning 3rd June 2019. Location to be confirmed. |

Main purpose of the job

- Increase membership and raise the charity's profile.
- Prepare and maintain a 3-year Strategic Plan with the Chair.
- Prepare and discuss budgets relating to training courses and conferences and costs of other charitable activities as detailed within the Strategic Plan with the Treasurer.
- Prepare and present to the board at meetings relating to the Strategic Plan and provide financial reports, including the results of activities of the previous and budgets for the upcoming period.
- Consider membership benefits and oversee:
 - Training
 - Conferences
 - Newsletters
 - Social / business media
 - Events
 - CPD
 - Other projects as they arise.
- Liaising with the Secretary, maintain accurate and up-to-date membership records, issue renewal notices and record fees.
- Provide the Secretary with all invoices / receipts / financial record paperwork received and arrange payments to creditors.
- Oversee the collection of all funds payable to the charity for sponsorship, training, conference and other income promptly.
- Oversee maintenance of the charity's website and other social media postings.

- Be the primary point of contact for members
- Consider collaborations and maintain professional relationships.
- Maintain petty cash record and present to the Chair / Treasurer for approval by email.
- Ensure GDPR and other regulatory matters affecting the membership database management.

Development Manager: Person Specification

Experience

| Essential | Desirable (Training can be provided) |
|---|---|
| <p>Working experience of developing and managing projects or programmes including promoting membership.</p> <p>Experience of event planning, coordination and promotion.</p> <p>Developing and disseminating a wide range of materials such as articles, reports, etc. in a variety of media.</p> <p>Computer literate including experience of contact management systems, integrated website and database software and the use of Microsoft Office suite, and internet and email facilities.</p> | <p>Degree or equivalent</p> <p>Development and coordination of training programmes</p> <p>Interaction with a range of charities</p> <p>Experience of membership databases (ACIE uses Wild Apricot)</p> <p>Experience of updating website content.</p> |

Skills, abilities and personal attributes

| Essential | Desirable |
|---|--|
| <p>Proven ability in developing and maintaining effective working relationships with members and external stakeholders e.g. regulatory bodies, training providers etc.</p> <p>Strong organisational skills.</p> <p>Demonstrable ability to organise own workload to achieve agreed targets and objectives.</p> <p>Excellent written communication and presentation skills.</p> <p>Attention to detail.</p> <p>Ability to work on own initiative as a remote worker</p> <p>Ability to work to an agreed work-plan and budget and report regularly on progress.</p> <p>Knowledge of governance in charities.</p> <p>Committed to and comply with ACIE's standards, code of ethics and equal opportunities policy.</p> | <p>Ability to supervise staff including setting objectives and performance management.</p> <p>An interest and understanding of charity accounting and/or independent examination in the UK.</p> <p>Experience of using social media.</p> |

Additional information:

Probation period: ACIE operates a probationary period of six months

Annual Leave: Equivalent to 25 days prorated plus bank holidays prorated,

Working pattern: 22 hour per week to be negotiated by successful candidate.

Provision of equipment: The successful candidate will be provided with a PC and a phone.

Pension: ACIE operated a company pension run by Ageon UK