



Information Literacy Group

Role: Treasurer

Purpose of role: Officer responsible for all financial matters for the Information Literacy Special Interest Group including LILAC: The Information Literacy Conference. The role holder must be a member of CILIP.

Key Responsibilities:

1. To administrate the Information Literacy Group's finances including payment of expenses, processing invoices, monitoring cash flow, maintaining the cashbook, record keeping, preparation of VAT returns, co-ordinating income and managing LILAC budgets.
2. To liaise with Unity Trust Bank concerning the Information Literacy Group's account.
3. To attend quarterly committee meetings to present an accurate picture of the Information Literacy Group's current and forecast financial situation and to authorise expenditure.
4. To advise the Chair and committee on all financial issues and the financial implications of decisions and potential courses of action.
5. To undertake financial planning with the Chair and other committee members.
6. To liaise with CILIP's Finance Team to ensure prompt receipt of capitation, submission of VAT returns and annual accounts and any other information required by CILIP.
7. To ensure the Information Literacy Group complies with terms outlined in CILIP's Treasurer's Guidelines document, CILIP Expenses Policy and any other applicable governance documentation.
8. To prepare annual accounts for the independent audit and to prepare and present the annual financial report for the Annual General Meeting.
9. As one of the officers, to participate in overall management of the Information Literacy Group.
10. To promote the membership and benefits of information literacy and CILIP within the library and information profession.

Time Commitment:

- Attendance at Committee meetings: 4 ILG meeting days per year, usually in London, 4 LILAC meeting days in different locations, (travel paid for by the group).
- Attendance at the LILAC conference: 4 days (usually March/April) (travel and accommodation paid for by the group).
- Carrying out the role: The amount of time this role takes up will vary and may be 3-4 hours per week and may increase during certain times of the year (particularly during conference bookings and in the run up to LILAC); work may also decrease at other periods in the year.

Person Specification (qualifications, skills, knowledge and experience):

Job related knowledge, aptitude and skills	Requirements	Whether essential or desirable
Qualification	Finance or accountancy certificate/GCSE	Desirable
Qualification	Member of CILIP and the Information Literacy Group (or willingness to join, as membership is essential for ILG committee members)	Essential
Experience	Experience of working in a library or related service area	Essential
Experience	Previous experience as a budget holder, and/or experience of working within a budget and budgetary planning	Essential
Experience	Experience of work in a strategic role	Desirable
Knowledge	Willing to demonstrate a commitment to current information literacy issues	Essential
Skills	It is essential that the role holder be able to demonstrate excellent oral and written communication skills. For example, being able to articulate complex ideas in formal and informal settings	Essential
Skills	The role holder must be able to use Excel effectively	Essential
Skills	Demonstrate skills in the area of forward planning and policy development	Desirable