

Treasurer – Commonwealth Pharmacists Association

Job type – Voluntary

Category – Trustees, finance

As demonstrated by the tremendous activity around the Commonwealth Heads of Government Meeting (CHOGM) held in London earlier this year – the Commonwealth is going from strength to strength and so are we! To reflect this we are expanding our team and re-structuring our board of Trustees.

Representing close to a million pharmacists throughout the Commonwealth in some of the poorest countries, the Commonwealth Pharmacists Association (CPA) is looking for a supportive, innovative and experienced person to take on the role of Treasurer and join the board of Trustees. The Treasurer is to provide an overview of the CPA's finances, including working with the Executive Director to provide annual budgets and financial reports for a two-year tenure.

The CPA advances health, promotes wellbeing and improves medicines-related education and use for the benefit of the people of the Commonwealth. By supporting the development of safe and effective systems of medicines management, maximizing the skill level and encouraging the better utilization of the pharmacy workforce, the CPA seeks to encourage the optimization of medicines and health-related advice given to the public, with the aim of improving health outcomes and reducing health inequalities throughout the Commonwealth.

The CPA's membership base consists of National Pharmacy Associations of the Commonwealth, and as an affiliated organisation of the Commonwealth, the CPA has a key advocacy role at government level. Originally founded by the Royal Pharmaceutical Society in 1970, the CPA became an independent charity in 2015 and a Charitable Incorporated Organisation (CIO) in 2017.

#### Responsibilities

All CPA trustees are required to:

- Provide a strategic vision for the charity
- Be responsible for the CPA complying with all legal and regulatory requirements
- Taking due care of CPA employees including providing HR support

The specific duties of the Treasurer are:

- Provide annual budget and financial reports with the Executive Director
- Ensuring reports are provided to the Charity Commission on time and in full
- Ensuring the CPA has appropriate reserves and investment policies

#### Practical considerations

Any applicant should possess the following:

- Experience of and an understanding of regulations and compliance in terms of financial reporting for the charity sector
- Considerable experience of setting and monitoring organisational budgets
- Ability to communicate financial information in layman's terms

- An understanding of pharmacy and/or international development is preferred but is not essential

All applicants will require references and to attend quarterly Trustee meetings – these can be attended in person in central London or via Skype. This is a voluntary position but all reasonable expenses will be reimbursed.

#### How to apply

To apply please send a CV and covering letter to Victoria Rutter, CPA Executive Director at [victoria.rutter@commonwealthpharmacy.org](mailto:victoria.rutter@commonwealthpharmacy.org) by 9am on Monday 9<sup>th</sup> July. Interviews for those shortlisted will be held in Central London w/c 18<sup>th</sup> July.