

## **Vacancy: Finance Adviser to the UK Green Party MEPs - July 2015**

The UK Green MEPs, Jean Lambert, Molly Scott Cato and Keith Taylor are recruiting for a Finance Adviser to sit on the Green MEP Advisory Board (GMAB) and advise them on financial matters.

The position is voluntary and requires a commitment of a few hours each month and availability to attend quarterly Advisory Board meetings.(\*). It is a two-year appointment, with the possibility of renewal.

Candidates must have financial expertise (ideally with suitable qualifications), experience dealing with confidential matters and good written/verbal communications skills. Candidates should be a member of the Green Party. Application deadline is Thursday 3 September 2015 at 5pm BST.

### **Further information**

#### **Summary of the role: key tasks and activities:**

- *Play a strategic oversight role in relation to financial governance for the Green MEPs*
- *Give advice and support to the Finance Officer(s) of the Green MEPs*
- *Play an active role in the formulation of annual office budgets for MEP allowances*
- *Present periodic financial reports to GMAB meetings with MEP Finance Officer(s)*
- *Liaise with Green MEPs' Paying Agents and auditors where necessary/requested*
- *Assist and monitor the financial declarations of Green MEPs on their websites*
- *Maintain ongoing communications and advisory relationships with the Green MEPs on finance and finance reporting matters*

#### **Skills, experience, suitability:**

- Proven suitable financial expertise. ACCA or equivalent qualification desirable but not essential.
- Experience dealing with confidential matters.
- Good written and verbal communications skills.
- Must be a member of the Green Party.

**Remuneration.** The role is voluntary with no remuneration. Reasonable expenses can be reclaimed when incurred in the undertaking of duties, in accordance with GMAB/MEP expenses policies.

**Commitment.** To attend most GMAB meetings in person and be available for regular email and telephone communications with the MEPs, their relevant staff and other GMAB members, and to make suitable preparations for GMAB meetings. The role requires a time commitment of a few hours each month.

**Period of appointment.** Two years, with the possibility of renewal.

### **How To Apply**

**Email your CV and an accompanying letter to [jon.nott@greenparty.org.uk](mailto:jon.nott@greenparty.org.uk). You will also need to give two referees with contact details.**

In your letter you should demonstrate your suitability for the post, referencing relevant skills/experience/qualifications, and explain why you are interested in the position.

**Deadline: Thursday 3 September 2015, 5pm BST.**

**Interviews: Monday 14 September 2015, in the morning at the Green MEPs' London office.**

(\*). Meetings are usually held in London in office hours on a Friday.