

JCI London 2019 Council

Roles & Responsibilities:

Finance and Membership Director

Focus of the role:

- Leads the preparation and monitoring of the JCI London budget and financial reporting.
- Provides advice to other Directors where needed on finance and budgets.
- Oversees membership administration and member engagement initiatives.

Opportunities to step up:

- Maintain financial records for JCI London on a regular basis – i.e. reviewing bank statements, expense claims, etc.
- Administer expense claims to ensure council members are reimbursed for any spending on a timely basis
- Liaise with the JCI UK Finance and Membership Director with regards to membership fees
- Co-ordinate grant applications to secure funding for the Chamber's projects
- Prepare and complete the accounts to responsibly show members how their membership fees are spent
- Coordinate the membership process – recruitment, onboarding, engagement, satisfaction, retention, and leaving
- Maintain the membership database to track member activity

Skills you will develop:

- Budgeting and financial management
- Networking and relationship management
- Communication and public speaking
- Consulting