

Trip Financial Reviewer

Purpose:

To review and assess the financial viability of trips (domestics & International) according to GGC fundraising policies, procedures, guidelines, and the criteria set in the ANY Council Trip Financial Guidelines documents. To contribute to meaningful experiences for youth members and Guiders.

Accountability:

To Alberta Council through the Provincial Treasurer

Responsibilities:

1. To be familiar with Guiding, its Vision, Mission, and Principles as well as its programs.
2. Financial Viability Support: Assess and evaluate Trip Budgets at regular review intervals, provide support on how to ensure that fundraising and personal payments are tracked and discussed with girl members and guardians.
3. Regulatory Compliance: Ensure all proposed financial transactions adhere to Girl Guides of Canada Policies, Guidelines and GGC Strategic Plan. Including but not limited to the Fundraising Procedures and Guidelines as well as ANY Council related trip documents.
4. Collaborative Communication: Work closely with Guiders to support them with their financial cashflow timelines, answer questions, and ensure clarity in the reviewing process.
5. Record Keeping: Maintain detailed records of initial Budget, Regular budget reviews, approved financial review approvals, and related communications through meetings and use of girlguides.ca emails.
6. Timely Completed Reviews: Trip reconciliation reviews are completed in a timely fashion (30 days or less) in line with the 6 months, 30 days before and final review completion process while maintaining thoroughness and attention to detail.
7. Cross-Functional Collaboration: Collaborate with the Trip Guiders, Trip Treasurers, Safe Guide Advisers, and the Area Commissioners to align the Trip with the overall mission and goals of the organization.
8. Guider Engagement: Foster positive relationships with Trip Guiders and Trip Treasurers, encouraging a sense of partnership and financial support.
9. Participate in Training and Enrichment for Adult Members (TEAM) including but not limited to Trip Financial Review, Unit Financial and Unit Travel Trip Training.

Qualifications:

- A commitment to and passion for GGC.
- Strong organizational and communication skills (including coaching and advising).
- Familiarity with GGC policy, procedures, guidelines on fundraising and trip financial procedures.
- An aptitude for thinking critically, analytically, and procedurally.
- High computer literacy including e-mail communication, MS Office and Teams.
- Ability to respond to team members in a timely manner.

Term:

As an activity, no term is set. Although, candidates will be reviewed every 3 years.