

# TREASURER ROLE DESCRIPTION

The Treasurer will perform all duties concerned with dealing with money, acting as both the bookkeeper/accountant and finance manager for the charity, as outlined below.

## Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- To make a presentation of the accounts at the annual general meeting (AGM).

## Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
  - Cheque signatories.
  - Purchasing limits.
  - Purchasing systems.
  - Petty cash/ float.
  - Salary payments.
  - Pensions.
  - PAYE and NI payments.
  - Others as appropriate.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/independent examiner(s).
- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.

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- Regularly carry out reconciliations / oversee regular reconciliations by the finance volunteer.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

### Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (financial control and budgeting).
- Good financial analysis skills.
- Ability to communicate clearly with good interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.