



Role Description for a Treasurer:

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.

Specifically

- Liaise with relevant staff, Committee members, Trustee's, members and/or volunteers to ensure the financial viability of the organisation.
- Make Trustee's aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (cash flow, grant vs. core funds, fundraising performance etc).
- Oversee the production of an annual budget with the relevant grant and budget holders within the group.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - o Cheque signatories
 - o Purchasing limits
 - o Purchasing systems
 - o Petty cash/ float
 - o Salary payments
 - o Pensions
 - o PAYE and NI payments
 - o Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.

- Lead on appointing and liaising with auditors/an independent examiner.
- Support the Trustee's to find a successor and do a fund hand over of responsibility.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.