

Role Description for a Treasurer

NOTE: The Treasurer of a small voluntary organisation may perform all duties concerned with dealing with money. The treasurer therefore may also, in effect, be the bookkeeper and finance manager.

Treasurer

Overall

- o Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- o Implement electronic systems which are understandable, accessible, and transparent to all Trustees
- o Ensure proper records are kept and that effective financial procedures are in place.
- o Monitor and report on the financial health of the organisation.
- o Suggest income sources and oversee funding bids where applicable
- o Oversee the production of necessary financial reports/returns, accounts, and audits.
- o Implement a system to ensure auditing income from customer journeys and communicate non payment to all necessary parties.
- o Inform Trustees in a timely manner of customers who are not paying for their journeys and agree how best to address this with each individual situation.

Specifically

- o Liaise with relevant staff, Trustees, and/or volunteers to ensure the financial viability of the organisation.
- o Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- o Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- o Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year. (January to December)
- o Lead on appointing and liaising with auditors/an independent examiner.
- o Upload this onto the Charity Commission Website at the earliest opportunity once presented at the AGM. (March)
- o Appraising the financial viability of plans, proposals, and feasibility studies.
- o Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
- o Maintain the petty cash system and regularly process petty cash claims.
- o Regularly carry out reconciliations/ oversee regular reconciliations by the finance volunteer.
- o Arrange prompt payments to creditors as appropriate and arrange appropriate signatures on payments.
- o Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- o Ensure proper records are kept and that effective financial procedures and controls are in place along with policies and processes for:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments

- Others as appropriate

Qualities

- o Knowledge and experience of Budgeting, Bookkeeping and Accounting practices for a small organisation.
- o Knowledge or a willingness to learn and brief The Board of Trustees on fundraising finance practice relevant to voluntary and community organisations.
- o Experience of or Knowledge of producing reports (as necessary).
- o Good financial analysis skills.
- o Ability to communicate clearly

It would be a great advantage to be:

Self-motivated, enthusiastic, have a sense of humour, be able to influence and regularly update yourself on best practice and Charity Guidelines from the Charity Commission website to ensure we comply legally to our obligations as a small charitable organisation (CIO).