

Job Description for Hon. 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.
- Produce necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with committee members 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).
- If required, 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, as applicable ie
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Undertake bookkeeping duties and ensuring posting and bookkeeping is kept up to date.

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

Time Commitment

5 or 6 Trustees meetings in Central London on weekdays plus an AGM on Saturday afternoon in June. Meeting attendance can be via Zoom/GoogleMeet/Teams