

Job Description for Hon. Treasurer

Overall

- o Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- 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 Produce necessary financial reports/returns, accounts and audits.

Specifically

- o Liaise with committee members to ensure the financial viability of the organisation.
- o Make fellow committee members 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 If required, oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- o 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
- o Appraising the financial viability of plans, proposals and feasibility studies.
- o Lead on appointing and liaising with auditors/an independent examiner.
- o Undertake bookkeeping duties and ensuring posting and bookkeeping is kept upto-date.
- o Maintain the petty cash system and regularly process petty cash claims.
- o Regularly carry out reconciliations.
- o Arrange payments to Trustees for expenses and to other creditors as appropriate and arrange appropriate signatures on payments.
- o When applicable, Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

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

Time Commitment

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