

## Role Description - Treasurer

### The Role

The Treasurer oversees the financial affairs of the organisation, ensuring its viability and that proper financial records and procedures are maintained. The Treasurer makes sure that the committee receives reports containing the information needed in an 'easy to understand' format.

The tasks of a Treasurer include:

- preparing and presenting financial reports to the committee on a monthly basis keeping the board aware of its financial responsibilities and ensuring that the organisation's accounts are prepared in a suitable format
- ensuring that the accounts and financial systems are audited as required by law
- liaising with the auditors/independent examiners.

### Job description

- preparing and presenting budgets, accounts and financial statements
- liaising with paid staff and volunteers about financial matters
- ensuring that the organisation has an appropriate investment policy
- ensuring that the accounts are audited in the manner required and that any recommendations of the auditors implemented
- keeping the board informed about its financial duties and responsibilities
- contributing to the fundraising strategy of the organisation
- making a formal presentation of the accounts at the annual general meeting.

### Person specification

In addition to the qualities needed by all committee members, the Treasurer should also

possess the following

- financial experience and some business planning skills
- some experience of organisation finance and fundraising
- a preparedness to make unpopular recommendations to the board

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