

## Treasurer's Role Description



- The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and person specification are summarised below.
- **General financial oversight**
  - To oversee and present accounts.
  - To liaise with the committee about financial matters.
  - To ensure that appropriate accounting procedures are in place.
  - To ensure compliance with relevant legislation.
- **Financial planning and reporting**
  - To present financial reports to the committee.
  - To make a presentation of the accounts at the annual general meeting (AGM).
  - To advise on budgeting.
  - To advise on the fundraising strategy of the organisation.
- **Useful Qualities and Skills**
  - Experience of financial control and budgeting.
  - Good communication and interpersonal skills.
  - A willingness to be contacted on an ad hoc basis.
  - Ability to ensure decisions are taken and followed-up.
  - Good time-keeping.
- **Time Commitment:** It is suggested that the role of the Treasurer requires an estimated commitment of up to 2 hours per month.