



Treasurer Role Overview

Roles

The overall role of a treasurer is to maintain an overview of the Association's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Responsibility Overview

- To oversee and present budgets, accounts and financial statements
- To liaise with designated Committee officers about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

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 the Association's reserves policy and investment policy if applicable.
- To advise on the financial implications of the Association's strategic plans.
- To advise on the fundraising strategy of the Association.
- Present regular reports on the organisation's financial position
- Prepare accounts for audit and liaising with the auditor, as required

Other.

- To chair meetings of any Finance sub-Committee (i.e. Funding Co-ordinator, Assistant Treasures, Chairperson)

Banking, Book-Keeping and Record-Keeping

- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Ensure everyone handling money keeps proper records and documentation

Control of Fixed Assets and Stock

- Ensure proper records are kept
- Ensure required insurances are in place.

In all of these areas the Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements.