

Treasurer: Role and Responsibilities

last updated July 2017

current incumbent: Steve Skinner (2017-2019)

Treasurer	
Key Tasks	<ul style="list-style-type: none">■ Maintain accurate and up-to-date financial records for the Society.■ Establish and maintain Society bank/building society account and banking arrangements.■ Implement and adhere to a financial protocol.■ Produce and monitor annual budget.■ Report financial position to the Society Board by way of monthly management accounts.■ Advise the Society Board of financial constraints, obligations and opportunities at the regular Board meetings.■ In conjunction with other Board members ensure that funds are spent appropriately.■ Regular liaison with the Chair, Vice Chair, Secretary/ Membership Secretary and other officers.■ Signatory for all Society financial expenditure.■ Responsibility for the collection and depositing of all fees, subscriptions and funds.■ Prepare and issue receipts for monies received.■ Responsibility for the payment of any bills incurred.■ Ensure all Management Committee insurance commitments are understood and acted upon.■ Prepare end of year financial report for AGM.■ Prepare required information for the auditors and the FCA.■ Deal with financial related correspondence.■ Manage debtors.
Qualities required	<ul style="list-style-type: none">■ Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership■ Commitment to the values of the Society■ Commitment to support all motions and initiatives undertaken by the committee

<p>Skills required</p>	<ul style="list-style-type: none"> ■ Be methodical and reliable. ■ Be able to communicate effectively. ■ Maintain confidentiality. ■ Be numerate – understand a balance sheet and profit and loss account. ■ Be able to explain financial matters to non-financial people. ■ Ability to use spreadsheets and/or alternative presentation tools.
<p>Responsible to</p>	<ul style="list-style-type: none"> ■ The membership of the Society. ■ The Trust Board.

PRACTICAL INSTRUCTIONS

(NB - These practical instructions describe the workflow of the current Treasurer. Future treasurers may adapt these however they see fit, in line with the role description above.)

TBC