



<b>ROLE</b>	<b>Treasurer</b>
<b>Purpose</b>	The treasurer is responsible for the financial management of the club including reporting what happens to the club's funds and devising the most effective methods of using all available funds.
<b>Responsible to</b>	Executive Committee
<b>Time Commitment</b>	Approx 3 hours per week
<b>Responsibilities &amp; Duties</b>	<p><b>General financial oversight:</b></p> <ul style="list-style-type: none"> <li>• To oversee and present budgets, accounts and financial statements</li> <li>• To liaise with designated staff about financial matters</li> <li>• To ensure that appropriate accounting procedures and controls are in place</li> <li>• To ensure compliance with relevant legislation e.g. Companies and Charity legislation</li> <li>• To ensure any recommendations of the auditors are implemented</li> <li>• To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies</li> </ul> <p><b>Financial planning and reporting:</b></p> <ul style="list-style-type: none"> <li>• To present financial reports to the committee</li> <li>• To make a presentation of the accounts at the annual general meeting (AGM)</li> <li>• To advise on the organisation's reserves and investment policies</li> <li>• To advise on the financial implications of the organisation's strategic and operational plans</li> <li>• To advise on the fundraising strategy of the organisation</li> <li>• To ensure that there is no conflict between any investment held and the aims and objects of the charity.</li> <li>• To chair meetings of the Finance Sub-Committee</li> <li>• To sit on appraisal, recruitment and disciplinary panels as required</li> </ul>
<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"> <li>• Experience of financial control and budgeting</li> <li>• Experience with financial packages</li> <li>• Experience of fundraising and pension schemes</li> <li>• Good communication and interpersonal skills</li> <li>• A willingness to be contacted on an ad hoc basis</li> <li>• Ability to ensure decisions are taken and followed-up</li> <li>• Good time-keeping</li> <li>• Must be a financial member of the Club</li> </ul>

