**Treasurer Job Description**

**Note:** Despite the additional responsibility the treasurer will have in overseeing the financialmatters of the charity, all trustees continue to be jointly and severally responsible, andtherefore liable, for the administration of the charity.

**General Treasurer Responsibilities**

* The treasurer will oversee the financial matters of the charity and ensure they are legal, constitutional and within accepted accounting practices.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisations.
* Oversee the production of the necessary financial reports/returns, accounts and audits.

**Specific Treasurer Responsibilities**

* Regularly report the financial position at committee meetings (Balance sheet, cash flow, fundraising etc).
* Be available to sign off invoices at least fortnightly.
* To be instrumental in the development and implementation of financial, reserves and investment policies
* Liaise with relevant staff, committee members and/or volunteers to ensure the financial viabilities of the organization.
* Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  + Cheque signatories
  + Purchasing limits
  + Purchasing systems
  + Petty cash/float
  + Salary payments
  + PAYE and NI Contributions
  + Others as appropriate.
* Lead on appointing and liaising with auditors/an independent examiner.
* Be involved in and aware of current and future funding bids to ensure continuity of financial planning.

**The Treasurer Person Specification**

* Commitment to the organisation
* Knowledge and experience of current and fundraising practice relevant to voluntary and community organisations.
* Knowledge of accounting practice and financial management.
* Good financial analysis skills.
* Willingness to put time and effort into the Treasurer role
* Respected and trusted by other board members