

Job Description for the Voluntary Treasurer

The Treasurer for Cholsey Community Development Trust may be an elected / appointed Director, or may be co-opted by the Trust's Board for their specialist expertise.

The Treasurer is accountable to the Board of Directors for both strategic and practical financial management and control.

This Job Description is intended to cover the main duties and responsibilities, and may be varied by agreement as necessary.

Overall responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- 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
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Finance Duties

- Liaise with the Payroll Support Consultant, to make correct and timely salary payments to the Trust's staff, including all N.I. and Pension matters

- Produce a quarterly Cash Book report (against the required Budget headings) and reconcile this to the Trust's bank accounts
- Ensure that Annual Accounts are correctly filed with Companies House and with the Charity Commission
- Oversee the bookkeeping duties carried out by the Trust's Administrator, ensuring posting and bookkeeping are kept up-to-date.
- Oversee the petty cash system, which is maintained by the Trust's Administrator, and ensure that petty cash claims are processed properly
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

(Outline Job Description from Governance Pages 2007 www.governancepages.org.uk)