



Role of the Treasurer

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

Purpose

- To oversee and present budgets, accounts and financial statements.
- To ensure that appropriate accounting procedures and controls are in place.
- To present financial reports to the committee
- Maintain accurate records of Income/Expenditure
- Bank monies received
- Prepare annual Income/Expenditure and Balance sheet for Auditor
- To make a presentation of the accounts at the annual general meeting (AGM).
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.
- Prepare and submit Annual Return to OSCR (Charity Regulator)

Qualities/Skills

- Organisational ability.
- Experience of committee work and procedures.
- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Good communication and interpersonal skills.
- Approachable and sensitive to the feelings of others.