

## Role Description for Treasurer of Swiss Cottage Community Association

### Time commitment:

12 meetings per year + 1 AGM. Monthly supervision with the Accounts Administrator as and when required. Regular email contact with trustees and the Director as and when required. Representation of the organisation at relevant forums as they arise.

**Start Date:** ASAP

**End Date:** Not defined

### 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.

### 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