Role DESCRIPTION – Treasurer



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service and constitution requirements.

**ORGANISATION PROFILE**

[Insert paragraph about the organisation]

Position Summary

The role of the Treasurer is to work in close collaboration with the other members of the Committee of Management (CoM) and the President to:

* ensure that financial management and reporting systems are in place, and
* to safeguard the finances of the organisation.

**Note:** The entire CoM is the responsible body for all financial obligations and decisions, including maintaining viability of the service. This accountability does not sit with the Treasurer alone.

Principal Responsibilities

* Active member of Executive Committee alongside President, Vice-President, and Secretary
* Liaise closely with Executive and bookkeeper/auditor (as required)
* Prepare and monitor annual budget
* Oversee accurate accounting and reporting processes
* Present financial reports at each CoM meeting and at the AGM
* Maintain correct and accurate monthly bookkeeping
* Ensure any cash monies are deposited promptly, and receipts issued for monies received
* Keep bank accounts reconciled once a month with bank statements
* Ensure relevant accounts, invoices and salaries are paid on time
* Maintain and approves petty cash
* Liaise with funding bodies and manages funding grants, as required
* Prepare and present Financial Report for AGM
* Initiate and oversee annual audit or review of financial accounts in time for yearly AGM
* Act as an authorised person and bank signatory (with another executive CoM member) to manage and approve spending and outgoings

**Note:** the above responsibilities may be delegated to a bookkeeper however the Treasurer must have full oversite at all times

Term of Office

The [role] will be appointed/elected initially for a term of [insert number of years as per the constitution].

Time Commitment

The time commitment required of a [role] involves approximately [state estimated hours per week/month].

Skills

|  |  |
| --- | --- |
| General Skills | Business Related Competencies  |
| * Well organised
* Integrity
* Effective communicator
* Advisor
 | * Financial experience
* Knowledgeable
* Compliance
* Context-aware
* Online-accounting-system proficient
 |

Key Information

|  |  |
| --- | --- |
| Email address and password: |  |
| IT username and password: |  |
| Document storage via [INSERT]:  |  |
| Relevant passwords: |  |
| Key contacts: |  |
| Distribution list/s: |  |
| Key dates: |  |
| Key methods of communication: |  |