



TREASURER - ROLE DESCRIPTION

1. Introduction

The Trustee's responsibilities and obligations are described in the statutes (*Estatutos*) and the document "Trustee - Role Description and Person Specification" [2015-2].

2. Principle responsibility and accountabilities

The principle responsibility of the Treasurer is to ensure the financial probity of the organisation.

The Treasurer is appointed by BoT with specific accountability to the organisation as a whole.

The Treasurer is accountable to the BoT as a whole and not to any one individual.

3. The Treasurer's role and main activities:

- (i) Design and maintain proportionate effective financial control policies and procedures which will be reviewed and endorsed by the BOT.
- (ii) Manage and control the bank account(s) complying with mandate authorities approved by the BOT.
- (iii) Work closely with the General Manager to ensure income (shop, donations events etc) is fully and promptly counted, banked and the Treasurer advised.
- (iv) Work closely with the General Manager and others to ensure that all expenses are reviewed and authorised before payment by the Treasurer.
- (v) Prepare an annual budget and a forecast at mid year for review and approval of the BOT.
- (vi) Maintain the basic books of accounts and other financial records – preparing the annual financial statements for audit.
- (vii) Preparing an annual Treasurer's Report for review by the BoT prior to presentation at the AGM.
- (viii) Prepare regular financial management reports s required by the BOT to permit the BOT to oversee and manage the financial position. (e.g. monthly highlights, quarterly income and expenditure statements showing comparisons with budget and previous year, other ad hoc reports as appropriate)

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