



The Role of the Treasurer

Overview

This is a key role and vital to ensuring the financial stability of the group, branch or club. The treasurer or finance officer will have overall responsibility and accountability for managing all aspects of finance and maintaining accurate records. Specific roles and responsibilities will probably vary from discipline to discipline but could include:

Managing all income

- Invoicing and collecting subscriptions, membership fees etc
- Depositing all monies in bank/building society
- Issuing receipts and recording all information

Managing all expenditure

- Paying all bills, obtaining and retaining receipts and recording the information

Further roles could include:

- Maintaining Petty Cash
- Record keeping
- Reporting regularly to the committee on the organisation's financial status
- Preparation of grant-funding reports as necessary
- Preparation of end of year statement of accounts to be presented to the auditor
- Presenting an end of year financial report to the AGM
- Financial planning and record keeping (producing an annual budget and monitoring it throughout the year)
- Identify fundraising opportunities (grant funding, sponsorship)

Personal qualities, skills & knowledge

- Honesty and integrity
- Numerate with the ability to handle money and cheques carefully
- Good organizational and communication skills with the ability to make decisions
- Ability to keep accurate records
- Enthusiastic with an eye for detail