

# **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. The role can also be undertaken by a Finance Sub Committee should it become necessary. The role and person specification are summarised as follows:

## **General financial oversight**

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated committee members about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g., Companies and Charity legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

## **Financial planning and reporting**

- To provide advice and present financial reports to the committee.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval.
- Ensure development and committee review of financial policies and procedures.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.
- To chair finance meetings
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Be a signatory on all committee accounts

## **Qualities and Skills Preferred**

- Experience of financial control and budgeting.
- Ability to maintain accurate records.
- Honest / trustworthy
- Experience of fundraising
- Good organisational, communication and interpersonal skills.
- Must be a self-motivated team player

- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good timekeeping.

### **Your Commitment to GRASS:**

The term of office for the role of Treasurer is twelve months and requires an estimated minimum commitment of 16 hours per month / 192 hours per year.

The Treasurer shall be a regular attendee at GRASS committee meetings, which are held six times a year, attend the Annual General Meeting, and participate at all GRASS community events.

Most tasks can be carried out from home on a computer or tablet device. The Treasurer will need their own IT equipment.

### **GRASS's Commitment to You:**

By accepting the role of Treasurer, the GRASS committee will commit to support you in this role, ensuring that members respect the positive contribution you are making to the club on a voluntary basis.

The street scheme also commits to refunding any prior approved expenses necessarily incurred on behalf of GRASS in a timely manner.