

TREASURER

Job Description

The overall role of a treasurer is to maintain an overview of the Mortlock Shield Committee's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Duty Statement

The primary roles of the Treasurer are to:-

- 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.

More specifically the duties of the Treasurer are:-

- 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, with assistance of the Assistant Secretary
- Ensure proper records are kept and that effective financial procedures and controls are in place, such as cheque signatories, purchasing limits, purchasing systems, petty cash/float, honoraria and salary payments and others as appropriate.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.

Personal Abilities / Skills / Knowledge

- Knowledge and experience of current finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping, financial management and financial analysis skills.
- Good communication and interpersonal skills.
- Ability to ensure decisions are taken and followed-up in appropriate timelines.
- Able to work in a team environment

Length of Appointment

- This is a two year tenured position