

TREASURER'S JOB DESCRIPTION

Introduction

The following model job description for a charity treasurer highlights key areas of work. It should be adapted to suit the needs of your charity. This will largely depend on whether the work is undertaken by staff/freelancers or whether the work is done by the treasurer on a voluntary basis.

(See also CASHFACTS: Treasurer's role).

Budgets and cashflow

- Prepare the annual budget for approval by the management committee before the beginning of the new financial year.
- Prepare budgets for specific projects and for fundraising.
- If funding is paid in arrears or tight prepare a cashflow for the committee.

Financial reporting

- Prepare management accounts comparing actual income and expenditure against what was budgeted showing the variance (difference) between the two.
- Prepare draft annual accounts for submission to the auditor/independent examiner.
- Present the audited accounts/independent examination to the AGM.

Book-keeping, bills and banking

- Act as one of the cheque signatories (there should be two or more).
- Maintain a book-keeping system and a petty cash imprest system. Ensure regular and accurate bank reconciliations take place.
- Maintain a corresponding record keeping system with a file for unpaid bills and a file for paid bills with a cheque requisition slip attached to each bill. Petty cash vouchers and expense forms should also be filed systematically.
- Ensure that all bills are paid and that all income due is received (there should be a policy to deal with bad debts).

Interest

- Ensure that money held on deposit earns a good rate of interest.

Payroll

- If the organisation employs staff, ensure that Inland revenue regulations are complied with and that all returns are made on time so that fines are avoided.
- For sessional or freelance staff, ensure that they are taxed or the organisation receives a Schedule D number.
- Ensure that the management committee is fully aware of all issues relating to employing staff or engaging freelancers.

Insurance

- Ensure that appropriate insurances are maintained.

Fundraising

- Ensure that the organisation is aware of potential new funding and that deadlines for applications are met.
- Ensure that returns/reports are made promptly to funders and outputs achieved.
- Have a view of sources of funding and cashflow for the next three years.

Annual returns

- Ensure that the annual return is made to the Charity Commission (ten months after the end of the financial year) and if the organisation is a company, returns are made to Company House within six months of the financial year end.

Audit/Independent examination

- Ensure that the organisation has an auditor or independent examiner appropriate to its turnover, constitution and funder requirements.
- If the organisation receives a management letter ensure that its contents are noted by the trustees and appropriate action is taken.

Policies

- The organisation should have a number of policies - such as financial controls, reserves policy etc these should be reviewed annually.

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