

Treasurer

Roles and responsibilities

As the treasurer of the group, you are responsible for ensuring the group's finances are accurate and true.

You are responsible for:

- All aspects of banking:
 - a) Signing cheques
 - b) Ensuring the bank mandate is up to date
 - c) Paying all monies into the bank.
 - d) Standing orders and direct debits
 - e) Payment of bills.
- Issuing bills and invoices
- Staff wages and PAYE regulations.
- Organising petty cash
- Providing financial reports for committee meetings and the EECU.
- Completing end of year reports and the annual returns for the Charity Commission or FSA or Companies House as necessary.
- Arrange annual audit of accounts
- Apply for grants
- Maintaining 3 year forecasts and budgets.
- May be required to complete and return the head count forms.
- Ensure all monies are spent of appropriately.
- Provide information on what the group can afford to purchase. No major purchases should be made with out the agreement of the whole committee.

Skills needed for a treasurer:

- Accurate with figures
- Book keeping
- Confident in handling cash and dealing with the bank
- Can keep a cool head and work methodically