

March 2017

Additional job description duties for a Treasurer

In addition to the general responsibilities for all, the Treasurer also has some specific responsibilities:

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and that proper financial record and procedures are maintained.

1. Overseeing and approving budgets, accounts and financial statements.
2. Being assured that the financial resources of the organisation meet its present and future needs.
3. Ensuring that ACOSVO has an appropriate reserves policy.
4. Supporting the preparation and presentation of financial reports to the Board.
5. Ensuring that appropriate accounting procedures and controls are in place.
6. Liaising with staff and volunteers about financial matters.
7. Advising on the financial implications of the organisations strategic plans.
8. Ensuring that there is no conflict between any investment held and the aims and objects of the organisation.
9. Ensuring the organisations compliance with current relevant legislation.
10. Ensuring that equipment and assets are adequately maintained and insured.
11. Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies.
12. Ensuring that the accounts are scrutinised in the manner required, via audit and any recommendations are implemented.
13. Contributing to ACOSVO's fundraising strategy.
14. Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
15. Sitting on appraisal, recruitment and disciplinary panels.