



## Treasurer - Role Description

### General Information

The role of the Treasurer is responsible for providing advice and assistance to the Board, the Chairman and the General Manager in all matters relating to the financial administration of the organisation. He / she must have a sound knowledge of organisational and executive procedures together with a good working knowledge of financial legislation relating to the running of a registered charity.

The viability of Debenham Village Hall & Playing Field Trust, hereinafter called the Organisation, and the views of the staff, volunteers, users and Trustees should be his/her primary concerns. The Treasurer must be fully committed to the aims, objectives and policies of the Organisation and its services, and understand the organisation's priorities.

### Treasurer's duties

The Treasurer is accountable to the members of the Organisation through the Board. He/she is expected to observe total confidentiality.

The Treasurer is expected to attend:

- Meetings of the Management Committee
- The Annual General Meeting
- Sub-committee / working group / advisory group meetings as necessary

The Treasurer is required to be familiar with his / her responsibilities to the Charity Commission under the Charities Act.

The Treasurer is elected at the 1<sup>st</sup> Board Meeting following the Annual General Meeting and is expected to serve a term of 3 year(s) as detailed in the governing document. In common with all trustees, the Treasurer is eligible for subsequent re-election.

### Treasurer's responsibilities

- 1) To ensure that proper records of the organisation's financial transactions are kept in accordance with relevant legislation and to provide general supervision of all book keeping and accountancy functions.
- 2) To prepare the final end of year accounts of the organisation for audit or inspection and to submit the audited accounts for approval at the Annual General Meeting.
- 3) To ensure the organisation is run on a sound financial footing and to advise on all financial matters affecting the organisation.
- 4) To obtain advice on the investing of the organisation's surplus monies and on other financial matters outside his / her expertise.
- 5) To provide income and expenditure figures against agreed budgets for all Board.
- 6) To be a signatory to all the organisation's bank accounts in accordance with the governing document.
- 7) To ensure the organisation is adequately insured for property, employer's liability, public liability and other such risks as directed by the Board.
- 8) To ensure the payment of salaries, PAYE, National Insurance contributions, Statutory Sick Pay and expenses and to take action relating to the preparation and submission of returns to the appropriate bodies.
- 9) To ensure strict compliance with the organisation's financial policy as specified in the governing document and any Standing Orders.
- 10) To advise on Charity Law relating to financial matters.

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- 11) To advise the Chairman and General Manager on effective budgeting and to oversee the production of budgets for presentation to the Board prior to the commencement of the new financial year.
- 12) To represent the organisation as directed by the Chairman or Board and to report back as appropriate.
- 13) To chair the advisory groups, sub-committees or working groups to address specific issues/tasks as requested by the Chairman and deemed appropriate by the Board.
- 14) To attend the organisation's events and activities as directed by the Board.
- 15) To participate in relevant training as appropriate.
- 16) To revise this Role Description as necessary in consultation with the Board.

Date: 24<sup>th</sup> November, 2011