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**ROLE DESCRIPTION: TREASURER & MEMBERSHIP SECRETARY**

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In addition to the general responsibilities of a member, duties of the treasurer include the following.

- Keeping the committee informed about its financial duties and responsibilities
- Ensuring that appropriate accounting procedures and controls are in place
- Making payments, receiving funds, and maintaining financial records
- Acting as point of contact with banks and other institutions and managing mandates.
- Monitoring the association's investment activity, ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are scrutinised by an independent examiner and any recommendations are implemented
- Preparing and presenting financial reports to the committee
- Making a formal presentation of the accounts at the annual general meeting
- Ensuring that accounts are prepared and submitted to the Charity Commission, managing trustees, and nominating a delegate for managing the Charity Commission account
- Preparing and submitting Gift Aid claims to HMRC
- Maintain the membership register

**Person specification**

In addition to the person specification for a member, the treasurer should have the following qualities.

- Some experience of managing the financial affairs of a small organisation or to be prepared to participate in in-house or external training
- The skills to analyse proposals and examine their financial consequences
- Be prepared to make unpopular recommendations to the committee
- A willingness to respond to enquiries on an ad hoc basis