

Role of Treasurer

The role of the treasurer can be summarised as follows:

- monitoring the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document
- overseeing the charity's financial risk-management process
- acting as a counter signatory on cheques and applications to funders

The duties include:

- overseeing and presenting budgets, internal management accounts and annual financial statements to the committee members
- ensuring that proper accounting records are kept, financial resources are properly invested and economically spent
- liaising with relevant members of staff
- seeking authorisation for expenditure from the Chair
- monitoring and advising on the financial viability of the charity
- overseeing the implementation of and monitoring financial systems
- advising on the financial implications of the charity's strategic plan