# TREASURER JOB DESCRIPTIONEXAMPLE

The Treasurer is the board/committee’s lead person on financial management.

## Responsible to:

The Treasurer is directly responsible to the board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and, along with fellow governing group members, to the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Treasurer may chair the Audit Committee at larger clubs/groups or associations.

## Responsibilities and duties (in fully voluntary organisations):

* Prepare a budget and monitor it carefully.
* Keep the club’s books up to date.
* Keep a proper record of all payments and monies received.
* Make sure financial reports are available and understood at all committee meetings.
* Show evidence that money received is banked and documentation provided for all money paid out.
* Ensure that information for an audit is prepared each year.
* Arrange the audit.
* Give the Treasurer’s report at regular meetings and when required.
* Produce an annual financial report.
* Send out accounts.
* Pay the bills.

## Knowledge and skills required:

* Has experience from an accounting and finance perspective.
* Is well organised.
* Can allocate regular time periods to maintain the books.
* Keeps good records.
* Works in a logical, orderly manner.
* Is aware of the information that needs to be kept for the annual audit.

## Estimated time commitment required:

The estimated time commitment required as the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

*The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only half an hour per week, or larger clubs two hours per week, on club/group-related duties.*

**Note:** The nature of the Treasurer role will vary depending on the scale of the organisation. A ‘Treasurer’ is only relevant in a fully volunteer organisation. Paid staff manage accounts. The board/committee will have a member with obligations of oversight in finance. Audit (oversight) is a governance function. Running the finances is a management function. The whole board/committee has a duty to ensure that the finances are in order and everyone should have a basic ability to read the reports.

Be wary about Finance Committees. They are operational groups and valid when you have no staff. With staff, the board sets financial policy and delegation, then keeps oversight through an Audit Committee.