



Treasurer Role Description

Key Tasks

- Maintain accurate and up-to-date financial records for the Trust.
- Establish and maintain Trust bank/building society account and banking arrangements.
- Implement and adhere to a financial protocol.
- Produce and monitor annual budget.
- Report financial position to the Trust Board by way of monthly management accounts.
- Advise the Trust Board of financial constraints, obligations and opportunities at the regular Board meetings.
- In conjunction with other Board members ensure that funds are spent appropriately.
- Signatory for all Trust financial expenditure.
- Responsibility for the collection and depositing of all fees, subscriptions and funds.
- Responsibility for the payment of any bills incurred.
- Ensure all Management Committee insurance commitments are understood and acted upon.
- Prepare end of year financial report for AGM.
- Prepare required information for the auditors and the FSA.
- Deal with financial related correspondence.
- Manage debtors.
- Ensure the Trust membership to Supporters Direct is up to date.
- Managing the registered address of the Trust
- Advising the Trust Board on the Constitution
- Responsibility for the payment of Reds Rollover winnings
- Complete annual filings for the FCA
- To take advice from other sources including legal and financial advice where this is necessary and where the committee does not have the required expertise.

Qualities required

- Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership
- Commitment to the values of the Trust
- Commitment to support all motions and initiatives undertaken by the committee
- Committed to undertaking all key tasks defined in the Treasurer's job description.

Skills required

- An understanding of the Trust movement and the aims and objectives of the Trust.
- Be methodical and reliable.
- Be able to communicate effectively.
- Maintain confidentiality.
- Be numerate – understand a balance sheet and profit and loss account.
- Be able to explain financial matters to non-financial people.
- Ability to use spreadsheets and/or alternative presentation tool

Responsible to

- The membership of the Trust.
- The Trust Board.