

POSITION DESCRIPTION

Executive Treasurer

Executive Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To ensure that financial management and reporting requirements are in place and operating, to provide the association committee with an accurate understanding of the financial status of the association at all times.
- To support the committee to ensure the efficient operation of the association.

Responsibilities

- To collate budgets for areas of the association and present to executive committee for approval.
- To record all financial transactions of the association.
- To prepare the annual financial report of the association.
- To ensure all accounts are appropriately audited as / if required in accordance with the rules of the association.
- Perform all general banking activities.
- Manage any association overdraft facility.
- Ensure all taxation commitments of the association are met.
- Assist committee members to obtain most desirable trading terms.
- Manage income and expenses in line with approved budget.
- Forecast financial positioning in line with expected income and expenses.
- Manage the association asset register in consultation with Canteen & Facilities Manager
- Arrange prompt collection of outstanding debts.
- Measure and report on budget performances from each stakeholder.
- Oversee and assist all aspects of the Revenue Manager position and assist with sponsorship

Relationships

- Reports to and liaises with the president, executive and non-executive committees.
- Supports all finance portfolio volunteers.
- Liaise with and develop relationships with association suppliers and other key stakeholders.
- Liaise with association external auditor.

Accountability

- The treasurer is accountable to the president and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee as required. Including monthly reports at meetings and AGM financial report.