

## **WWAA - Job Description – Treasurer**

### **Roles and Responsibilities**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Ensure that payments are made within agreed timescales
- Work with other members of the committee to ensure that annual rents are collected
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc)
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Lead on appointing and liaising with auditors or an independent examiner.

### **Experience and Skills Required**

#### **Essential**

- Knowledge and experience of current finance practice relevant to small community organisations
- Knowledge of bookkeeping and financial management (as necessary)
- Good financial analysis skills
- Ability to communicate clearly
- Member of the WWAA

#### **Desirable**

- Accounting or Financial qualifications

### **Time Commitment**

The role requires on average a commitment in the region of 10 hours per month.