

Example Role Description – Treasurer

Role:	Treasurer – Financial Lead
Key Purpose:	The Treasurer is the chief financial management officer for _____ (Organisation) responsible for all financial requirements
Reports to:	President/Chairperson
Connection points:	<ul style="list-style-type: none"> • Board/Committee • Organisation staff/volunteers • The Treasurer may chair the Finance Committee at larger organisations • Organisation members
Key Responsibilities:	<ul style="list-style-type: none"> • Prepare a budget and monitor it carefully • Keep the organisation’s books up to date • Keep a proper record of all payments and money received • Make sure financial reports are available and understood at all Board/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 Treasurer’s report at regular meetings and when required • Produce an annual financial report • Send out accounts • Pay the bills
Desired Knowledge and Skills:	<ul style="list-style-type: none"> • Well organised • Able to allocate regular time periods to maintain the books • Able to keep good records • Able to work in a logical orderly manner • Aware of information, which needs to be kept for the annual audit
Estimated Time Commitment	<ul style="list-style-type: none"> • An estimate of XX hours per week (this will vary depending on the size of the organisation and the structure you have chosen to implement i.e. the number of Treasurers you have and the breakdown of duties) • The role holder would be appointed for a term of XX, however this is open to negotiation if desired