

Resources for **small groups**

The role of treasurer

The work undertaken by the treasurer will depend on the size of the organisation and whether or not it employs staff. In small organisations it will usually be the treasurer who takes responsibility for keeping the organisation's financial records up to date. Larger organisations are more likely to employ staff to do this work. The treasurer then takes on more of a supervisory role. Where any duties relating to the financial management of the organisation are delegated, the treasurer must make sure that the work is being properly carried out.

It is important to remember that all members of the management committee have a statutory duty to make sure that the organisation is managing its money properly. This means that everyone on the committee should take an interest in the organisation's financial position, even though the treasurer will play a lead role. Many people feel nervous about financial management, and not everyone feels confident about understanding figures. A good treasurer tries to support other people on the committee to understand the financial information they are presented with. This helps individual management committee members to participate in decision making, and helps to make sure that the committee as a whole is meeting its legal responsibilities.

Treasurer's job description

Overall roles and responsibility:

The treasurer is responsible for maintaining an overview of the organisation's financial position and ensuring that proper financial records and procedures are maintained

Specific duties

- To oversee budgets, accounts and financial statements, including presentation of financial reports to the management committee.
- To be assured that the financial resources of the organisation meet its present and future needs
- To ensure that appropriate financial regulations, accounting procedures are in place and observed, including ensuring that accounts are audited in the form required by law and are included in the annual report and submitted to relevant statutory bodies.
- To keep the management committee informed about its financial duties and responsibilities.
- To make formal presentations of the accounts at the annual general meeting.
- To meet the external auditor once a year.
- To sit on appraisal, recruitment and disciplinary panels as required.