**County Treasurer Role Description**

**Overall**

* 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.
* Monitor and report on the financial health of the organisation.
* Oversee the production of necessary financial reports/returns, accounts, and audits.
* Responsible for ensuring day to day book-keeping activities are completed and budgets are maintained.

**Specific responsibilities**

* Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
* 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.
* Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
	+ Cheque signatories/ Online payments
	+ Purchasing limits
	+ Purchasing systems
	+ Petty cash/ float
	+ Salary payments (Payroll is completed by a third party)
	+ Review of profit and loss
	+ Others as appropriate
* Appraising the financial viability of plans, proposals, and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner.
* Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up to date.
* Regularly carry out reconciliations/ oversee regular reconciliations by the finance volunteer.
* Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
* Make the necessary arrangements to collect payments from debtors and bank payments promptly.
* Review and monitor investment returns.

**Qualities**

* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Knowledge of bookkeeping and financial management (as necessary)
* Good financial analysis skills
* Ability to communicate clearly.
* Good understanding of Girlguiding structure and policies
* Ability to challenge and make recommendations to Trustees.
* Understanding of Charity Commission requirements (desirable)
* Experience of using Quickbooks (desirable)