

TREASURER role description

General Duties and Responsibilities:
(In addition to the general responsibilities of a trustee)

The duties of the treasurer are as follows:

- Oversee the financial affairs of the organisation including the preparation and presentation of budgets and financial statements.
- Liaise with the chief executive, staff on financial matters on a regular basis.
- Liaise with the chief executive, staff and bookkeeper to ensure that the accounting system is kept up to date. Undertake periodic inspections of the payroll, trial balance, bank reconciliation and petty cash reconciliation.
- Present financial reports to the board and recommend action where appropriate.
- Ensure that appropriate accounting policies, procedures and controls are in place and ensure that the organisation is compliant with financial legislation.
- Ensure that the necessary documentation is submitted to the accountants for the preparation of the statutory accounts in a timely manner.
- Liaise with the organisation's external auditors.
- Present accounts to the annual general meeting.
- Monitor the organisation's investment activity and ensure that its investments are consistent with the organisation's values, policies and legal requirements.
- Be a member of the organisation's board, regularly attend board meetings and participate in other board related activities as may be agreed.
- Undertake other finance related matters as may be necessary from time to time.

RCC to be the gateway to direct support, information and access to services for carers in the London Borough of Richmond upon Thames.

Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.