

Caley Treasurer

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional, and meet and comply with accepted accounting practice. (With advice and support from Independent Examiners.)
- Ensure accurate and compliant records are kept and that effective financial procedures are in place.
- Monitor and prepare reports on the Caley's financial health for Council members.
- Oversee the production of necessary financial reports/returns, accounts and closing off the books of account ahead of the independent examination of the Annual Report.

Specifically

- Liaise with staff, President and council members to ensure the financial viability of the Caley.
- Make Council members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Council meetings (balance sheet, cash flow, fundraising etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Working with Tours' Organiser on arrangements for the receipt of deposits and balancing payments and maintenance of a complete record for each tour reconciled to banking and accounting records.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories (if appropriate)
 - Purchasing limits and systems to ensure electronic transfers are appropriately initiated and authorised prior to payment
 - Floats for events
 - Salary payments – payroll records are maintained and held externally.
 - NEST pension payments as summarised in payroll records
 - PAYE and NI monthly remittances as summarised in payroll records
 - Credit Cards and Paypal account
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with the Caley's independent examiner.
- Receiving cash from events and ensure prompt and complete banking of cash received.
- The provision of floats and recording of monies received/prize dispensations etc at shows and complete and accurate accounting – attendance encouraged and preferred.

In collaboration with the Administrator the Treasurer is expected to undertake or oversee all finance duties:

- Bookkeeping duties –accounting records are maintained on Xero Cloud Accounting
- Regularly carry out reconciliations by ensuring that all bank transactions are fully and correctly accounted for on Xero

- Arrange payments to suppliers and reimbursement of expenses for individuals and obtain appropriate authorisations where necessary.

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 and effectively.

January 2021