

## Caley Honorary Treasurer

### Responsibilities

- 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 in line with regulatory standards (OSCR), accounts and closing off the books of account ahead of the independent examination of the Annual Report.
- Preparation and Submission of financial returns to OSCR

### Specifically

- Attend relevant Council and Annual General Meetings in capacity as Treasurer
- Liaise with staff, President and Council members to ensure the financial viability of the Caley.
- Appraising the financial viability of plans, proposals and feasibility studies.
- 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.
  - Ensure the Caley meets its responsibilities under auto-enrolment and make NEST pension payments as summarised in payroll records
  - PAYE and NI monthly remittances as summarised in payroll records
  - Credit Cards and Paypal account
- Lead on the appointment and ongoing liaison 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 oversee all finance duties:**

- Bookkeeping –
  - Regularly carry out reconciliations by ensuring that all bank transactions are fully and correctly accounted for on Xero
- Payments
  - Arrange payments to suppliers and reimbursement of expenses for individuals and obtain appropriate authorisations where necessary.

**Qualities**

Essential

- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly and effectively.

Desirable

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Desire to promote all aspects of Scottish horticulture.

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