

## **Role Description – Treasurer**

### **Purpose**

This role is responsible for keeping the accounts of the organisation, putting together the annual budget and regularly reporting income, expenditure and bank/cash balances together with revised forecasts for the year, the raising invoices for sales and chasing payments of these and administering the bank account, PayPal account and Petty Cash.

You will also form part of the Pride Executive who have the ability to make quick decisions in the event a full committee meeting can't be called in time.

### **Duties**

Alongside the role duties of a trustee, the Treasurer also needs to:

1. Keep the accounts of the organisation.
2. Produce the end of year financial results and Treasurers Report.
3. Draw together the annual budget together with the committee and provide at least monthly reports on income, expenditure and cash balances to date and providing up to date forecasts of these.
4. To ensure all committee members understand the financial position and procedures of PRIDE in Gloucestershire.
5. Administer the organisation's Bank account, PayPal account and petty cash.
6. Use the forecasts to monitor how committee decisions affect our year end position. E.g. If we increase our performer spend, can we afford it.
7. Create all invoices and keep track of which has been paid and chase payment when needed and ensure suppliers are paid on time.
8. Support the committee is finding new ways to generate income and to control the issue and return of collection tins and event tickets

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising committee minutes, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **Qualities needed**

Alongside the qualities of a trustee, the Treasurer also needs to:

1. Be computer literate and have basic Excel skills
2. Be organised and be able to set and keep to deadlines
3. Have a basic of understanding of what income and expenditure is and how this effects cash balances (double entry bookkeeping)
4. To be meticulous in the scrutiny and recording of financial planning and transactions

### **General Requirements**

- To be able to use Webmail and Microsoft Teams
- Have the spare time to commit to this role outside of meetings (could be around 12 hrs a week as peak)
- Act independently of any other interests and declare any conflict of interests
- Not to have any convictions for fraud or dishonesty, never to have been made bankrupt or been disqualified from acting as a company director or charity trustee.