

Treasurer's Role Description

1. Main tasks

- 1.1 To advise the Board and GMFA members in matters relating to the finance of GMFA.
- 1.2 To work in partnership with the Chief Executive to ensure that GMFA has robust financial procedures.

2. Main duties

- 2.1 The Treasurer works in close co-operation with and provides support and advice to the Chief Executive and the Finance and Administration Officer.
- 2.2 The main duties in advising the Board and GMFA members in GMFA's finances are to:
 - 2.2.1 Guide and advise the Board of Directors in the approval of budgets, accounts and financial statements, within a relevant financial framework.
 - 2.2.2 Keep the Board informed about its financial duties and its responsibilities.
 - 2.2.3 Advise the Directors (and the management) on the financial implications of the organisation's strategic plans and key assumptions included in management's operational plan and annual budget. This includes taking responsibility for the development and updating of all financial procedures.
 - 2.2.4 Confirm that the financial resources of the organisation meet its present and future needs and there is an appropriate reserves policy. The reserves policy is reviewed annually in February.
 - 2.2.5 Management Accounts are presented to the Board as part of the bi-monthly Treasurer's report. The accounts will include reporting on all income & expenditure categorised into appropriate headings, accompanied by variance indicators, revised projections and relevant notes.
 - 2.2.6 Formally present the accounts at the annual general meeting (AGM), drawing attention to important points either in a written report or orally. The AGM is normally in December.
 - 2.2.7 Monitor the organisation's investment activity and ensure its investment policy is consistent with the organisation's policies, aims and objectives and legal responsibilities.

- 2.3 The main duties in ensuring robust financial procedures for GMFA are:
- 2.3.1 To understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound. Key internal controls that should be regularly checked are;
 - 2.3.1.1 monthly bank reconciliations are regularly performed and are correct
 - 2.3.1.2 all staff salaries have been correctly paid
 - 2.3.1.3 the management accounts include all income & expenditure for the period in question
 - 2.3.1.4 additional spot checks should be made to check compliance with the Financial Procedures
 - 2.3.2 To ensure that the accounts are properly audited, and that accepted recommendations of the auditors are implemented. The audit is carried out normally in late summer and the Audited Accounts should be ready for agreement by the Board in the autumn, so they can be passed to the membership for approval at the AGM.

3. Dissemination of the role description

- 3.1 This role description will go to:
 - 3.1.1 all new and existing Board members.
 - 3.1.2 all new and existing staff.

4. Review

- 4.1 This role description will be reviewed every two years.
- 4.2 This role description was passed on 16/01/03.
- 4.3 This role description was reviewed and amended on 23/05/06