

# MILTON KEYNES WOMEN AND WORK GROUP

## TREASURER

The overall role of the treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

### Main Tasks

1. To ensure that necessary accounting procedures and controls are in place.
2. To ensure that any money is handled according to financial regulations.
3. To liaise with finance staff about financial matters.
4. To ensure that the anticipated expenditure will not exceed the expected income.
5. To oversee and approve budgets as well as to present annual statement of accounts and financial statements, including a report for the Annual General Meeting.
6. To keep the Management committee regularly informed of the financial position of the organisation.
7. To ensure that the accounts are prepared in the form required by law, included in the annual report and submitted to the relevant statutory bodies, e.g. the Charity Commission and the Registrar of Companies.
8. To ensure that any recommendations by the financial auditors are implemented.
9. To ensure that financial investments are consistent with the aims and objects of the charity and its legal responsibilities.
10. A signing authority for financial matters.
11. To attend the Finance Sub-Committee Meeting and to provide advise on matters relating to the organisation's financial management.
12. To regularly attend the Management committee meeting (6x a year)
13. To attend the Annual General Meeting.
14. A time commitment of at least 6 hours a month (includes attending various meetings i.e. finance sub-committee meeting, management committee meeting and board meetings, sign/countersign cheques/ documents.

### Skills Required

- Ability to read, understand and interpret financial statements.
- Knowledge of SAGE computerised accounts
- Preferably with an understanding of voluntary organisation.