



## Job Description - Treasurer

### **MAIN PURPOSE OF ROLE:**

As Honorary Treasurer, to function as an ordinary member of the Management Committee and specifically to oversee the strategic financial management of The Wayz and all activities of the organisation as they relate to the use of its assets; to advise the Management Committee on matters of financial stewardship; to ensure that proper financial procedures and records are maintained in compliance with the Companies and Charities Acts.

### **ACTUAL DUTIES INVOLVED**

- To ensure that The Wayz operates its financial affairs within the legal and financial guidelines set out in current legislation and in The Wayz standing orders and bye-laws; and those satisfactory financial controls are in place.
- To liaise closely with the Finance Administrator and to ensure that the Management Committee is properly advised on budgets, income and expenditure reports, management of assets, investments and reserves, and on all aspects of The Wayz financial and funding strategy.
- To keep the Management Committee informed of its financial duties and responsibilities.
- To ensure that annual accounts are prepared, audited, presented to The Wayz stakeholders and submitted to the relevant statutory bodies.
- To be the main contact at Management Committee level with The Wayz auditors, ensuring that their recommendations are fully considered and, where appropriate, implemented.

### **LIAISON WITH:**

- The Chairman
- Members of the Management Committee
- The Youth & Community Manager and Finance Administrator
- The Wayz auditors

**THE POST HOLDER WILL BE RESPONSIBLE TO:** The Management Committee of The Wayz  
**MEETINGS TO ATTEND:**

- Main Management Committee Meetings (4 times per year)
- Finance meetings (4 times per year)
- Annual General Meeting (1 per annum)

**ESTIMATED TIME COMMITMENT:** Average 2 hours per month. Increasing around year end

**TERM OF ROLE:** The Treasurer will be elected to the position for a term of three years.

### **OUT OF POCKET EXPENSES WILL BE PAID FOR:**

**Travel:** Yes    **Telephone Calls:** Yes    **Postage:** Yes    **Resources:** Stationery

### **OTHER INFORMATION:**

This post holder must have book-keeping and accounting knowledge