



Volunteer roles

There are a range of volunteer opportunities that exist in our Shed. Apart from becoming a member you can choose to be more involved.

Treasurer

The treasurer is an officer of the board of directors. It's an important position because the board entrusts the treasurer to manage public funds. The treasurer has a close working relationship with other officers, particularly the board chair and secretary, to safeguard the organisation's finances.

Some of the basic duties of the non-profit treasurer aren't very different from those of managing your personal finances and budget at home. The treasurer usually opens the bank account, manages cash flow and reconciles bank statements. The Treasurer is a watchdog role over all aspects of financial management. In summary, the Treasurer is responsible for: The general financial oversight, reporting on the finances, and funding, fundraising and sales.

Desirable skills are financial literacy, attention to detail, timeliness in completing tasks, clear and accurate record keeping, and a willingness to ask questions.

Duties and Responsibilities of the Treasurer

Ultimately, while financial management is the primary focus of the Treasurer, the entire board shares the responsibility of financial oversight and accountability. Typically, the Treasurer's duties include the following:

1. Financial management and/or oversight.

Oversee the management of the financial affairs of the organisation, including such basic tasks as reconciling bank statements, and managing cash flow, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.

The Treasurer should be knowledgeable about who has access to the organisation's funds and any outstanding bills or debts owed.

The Treasurer should create and maintain systems for ensuring the organisation's ongoing solvency and oversee the development of the organisation's financial policies, including check signing authority, expense reimbursement, debit card usage and on line expenditure authorisation, and petty cash policies.

2. Maintenance of on line accounting software.

Use of on-line software, currently automated QuickBooks. Undertakes bookkeeping duties ensuring posting and bookkeeping is kept up-to-date.

Maintains the petty cash system and regularly processes petty cash claims.

Arranges payments to creditors as appropriate and arranges appropriate signatures on payments.

Makes the necessary arrangements to collect payments from debtors and bank payments promptly.

3. Budgets/Funding.

The Treasurer is responsible for preparing, or facilitating the preparation of any budget, as well as funding expenditure/allocation.



Regularly monitoring and comparing the actual revenues and expenses incurred against such budgets/funding. The budget should be reviewed and approved by the board, however, the Treasurer should be prepared to explain and justify the document.

4. **Reports.** The Treasurer should have knowledge and understanding of the organization's financial reports. The Treasurer should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.

Liaise with Chair and Secretary to prepare and produce management accounts regularly and making these forms available for the board's review.

Create greater transparency and accountability to improve resource allocation and group's image.

5. **Annual report & Tax return**

Ensure accurate and complete financial reporting and proper maintenance of financial records and information/tax returns.

Person Specification

- Competent IT skills. Training can be provided in use of on-line automated software
- Ability to communicate and explain financial information to members of the Board
- Analytical and evaluation skills, demonstrating good judgement
- Competent in the use of spreadsheets
- Understanding and acceptance of the legal duties, responsibilities and liabilities
- Good communication and teamwork skills
- Dedicated to the organisation's cause and objectives and willing to act as the group's ambassador to external bodies, and companies
- A team-oriented approach to problem solving and to management.

Bonus qualities:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of grant giving bodies particularly fundraising and legal knowledge.

Time Commitment

- The Board meets at least 3 times a year and the Treasurer is expected to attend meetings and present reports as requested
- Monthly Bank and account software reconciliation
- Annual accounts, reports and tax return

Location

- Board meetings are held at the organisation's premises.