



Treasurers Role Description

The role of a treasurer is to maintain an overview of all our financial affairs, ensuring that proper financial records and procedures are maintained. All FoHC funding is generated by the group, from grants or direct fundraising. It is essential that our financial management processes are clear and transparent and that we publish annual accounts to ensure confidence in our work.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with other committee members about financial matters.
- To ensure that appropriate accounting controls are in place.
- To receive monies (following events, for example) and to pay these in to the group's bank account ensuring a clear audit trail.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders.

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the financial implications of the group's strategic and operational plans.
- To advise on the fundraising strategy of the group.

Other

- To be responsible for keeping the bank accounts up to date – adding new signatories, for example
- To make payments for expenses incurred, on submission of receipts for any expenses pre-agreed in relation to specific projects.

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

Time Commitment: The role of the Treasurer requires an estimated commitment of: 4 hours per month, including 2 hours for the regular monthly committee meeting. When larger projects are in progress this time commitment may increase, by agreement.