



CBA YORKSHIRE JOB DESCRIPTION **HONORARY TREASURER**

OVERALL PURPOSE OF POST

The overall purpose of the post is to manage the financial affairs of the group in accordance with its charitable status and with the main aim of keeping the finances within approved limits. The post holder delivers a financial statement to the committee at its quarterly meetings in which they highlight any areas for concern. The post holder also delivers audited annual accounts to the AGM.

The post holder is a Trustee of CBA Yorkshire

MAIN ROLES AND RESPONSIBILITIES

- (1) Maintain the accounts of the group with due diligence and give a report on the financial position at the quarterly committee meetings
- (2) Complete the annual return for the Charity Commission and monitor any changes required by that body
- (3) Prepare annual accounts for auditing and present the same to the AGM
- (4) Manage financial risk and review the reserves policy on a regular basis
- (5) Act as one of the nominated cheque signatories for the group
- (6) Maintain the group's insurance through National CBA

PERSONAL REQUIREMENTS

- (1) Understand the basic requirements of running accounts on a receipt and payments basis
- (2) Understand the requirements of the charity commission as regards the group's accounts
- (3) Ability to maintain accurate and up to date financial records

PERSONAL DEVELOPMENT

This post will give you experience of:

- (1) Being responsible for the financial affairs of a group
- (2) Creating accounts for auditing and for the requirements of the Charity Commission
- (3) Communicating openly and effectively on the financial affairs of the group