



TREASURER

PURPOSE OF THE JOB

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

DUTIES & RESPONSIBILITIES:

1. To manage and present budgets, accounts and financial statements.
2. To liaise with the Committee about financial matters.
3. To ensure that appropriate accounting procedures and controls are in place.
4. To ensure compliance with relevant legislation.
5. To ensure any recommendations of the auditors are implemented.
6. To present financial reports to the committee.
7. To make a presentation of the accounts at the annual general meeting (AGM).
8. To advise on the financial implications of SMCA plans/Committee decisions.
10. To advise on the fundraising strategy of the organisation.
11. To pay bills on behalf of the SMCA being one of the designated signatories on the SMCA account.
11. To sit on disciplinary panels as required.

REPORTING TO:

The Treasurer is accountable to the Chairman, the members of the SMCA Committee and the members of the SMCA.