

Kitted

NOT-FOR-PROFIT TREASURER

Status: Voluntary position

- Ensure that the finances of the organisation are managed appropriately;
- Make recommendations to the board about income and expenditure, investments and debts;
- Keep records of all incoming and outgoing payments;
- Review the annual statement of financial performance (profit and loss) and statement of financial position (balance sheet);
- Ensure that the annual audit process is undertaken according to legal requirements;
- Provide regular financial statements and providing explanations where required, and;
- Draw up the annual budget in consultation with the board and sub-committee members.

Commitment: monthly board meetings and financial administration in between meetings.

Estimated: 10-12 hours per month.