

Wrayburn Community Organisation

Role of Treasurer

To have overall financial management responsibility for the TMO's financial affairs, working closely with the TMO Manager to

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Reports

- To ensure that appropriate financial reports are given to the Committee on the TMO's financial position.

Financial procedures

- With the TMO Manager to monitor the overall operation of the TMOs financial policies and procedures, and to propose changes as necessary.
- To ensure that the financial procedures are reviewed on an annual basis, and any changes discussed by the Finance and Procurement sub- committee and the board. Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- With the TMO manager, Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Pre payment cards
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate

Finance and Human Resource sub- committee

- Convene the Finance sub-committee.
- To ensure that all its members have adequate training in financial matters to enable them to carry out their work on the sub- committee.

Budget

- With the TMO Manager and the finance sub- committee, to draw up the annual budget, and propose it to the board for approval.

- To keep the budget under regular review, and to propose changes during the year

Management and Maintenance Allowances

- To play a leading role in the TMOs negotiations with the L.B. Southwark over management and maintenance allowances, working with the TMO Manager and Committee.

Audit

- To meet the auditors at the start and finish of each audit, and to receive their report.
- With the TMO Manager, to monitor the work of the auditors, and have information about other suitable firms which can tender for the audit work.

Prepayment Cards

- To ensure that a pre-payment card system is operated to enable staff and committee members to purchase goods while on TMO business.