

Somersetshire Coal Canal Society

Role Description – Treasurer

The role of the Treasurer is to maintain an overview of the Society's financial affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. The duties of the Treasurer include the following:

- The preparation of budgets, accounts and financial statements
- Ensuring that the financial resources of the organisation meet its present and future needs and advising the committee of any potential shortfalls
- Advising on the financial implications of the committee's strategic plans
- Preparing and presenting financial reports to the Executive Committee and at General Meetings
- Ensuring that appropriate accounting procedures and controls are in place
- Ensuring that the charity has an appropriate investment policy
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission
- Ensuring that the accounts are independently audited and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities