



**(SAMPLE ONLY)**

## **TREASURER (or FINANCIAL CONTROLLER) JOB DESCRIPTION**

The Treasurer is the principal financial management person for the [ NAME]  
Branch//Division.

### *Responsible To*

The Treasurer is directly responsible to the Chair of [NAME OF BRANCH/DIVISION].

The Treasurer will chair the Finance Committee [DELETE IF NOT APPLICABLE].

### *Key Responsibilities and Duties*

The Treasurer shall:

- Prepare and regularly monitor the annual budget
- Arrange payment of all invoices and send out accounts for monies owed
- Keep a current and accurate record of all financial transactions
- Keep secure all documentation as evidence of payments made and monies received
- Ensure accurate and current financial reports are available for all committee meetings (and ensure the reports are easily understood by members)
- Arrange the annual accounts review (audit is not required) and prepare all necessary information eg documentation, reports
- Produce the annual financial report.

### *Knowledge and Skills Required*

Ideally the Treasurer is:

- Well organised
- Able to allocate sufficient regular time to carry out the duties described above
- Able to keep accurate and current records
- Able to work in a logical orderly manner
- Familiar with basic accounting requirements and spreadsheets eg debtors, creditors, bank reconciliations, record keeping.

### *Period of Appointment and Estimated Time Commitment Required*

The Treasurer is appointed for a [# of YEARS] term.

The estimated time commitment required as the Treasurer is [\_\_\_] hours per week.

*(The time commitment required as the Treasurer of a Branch/Stream/Division varies greatly from group to group. Smaller branches/streams/divisions may require the Treasurer to spend only half an hour per week whereas larger groups may require up to two hours per week on Branch/Stream/Division related duties.)*