

Committee Members' Job Description - Treasurer

Primary Responsibility

To ensure that the financial affairs of the London Constructing Excellence Club are properly governed in accordance with its legal and constitutional framework and current best practice.

Specifically

- Keep fellow committee members aware of their financial obligations and take a lead in interpreting financial data to and for them;
- Regularly prepare financial statements on the financial condition of the club and present them at committee meetings;
- Prepare and present annual financial statements and a report to members;
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;
- Ensure proper, accurate and up to date records of all income and expenditure are maintained and that effective financial procedures and controls are in place;
- Ensure that proper banking arrangements are in place and that bank mandates are current;
- Appraising the financial viability of plans, proposals and feasibility studies;
- Lead on appointing and liaising with auditors/an independent examiner;
- Undertake all book-keeping duties, ensuring that records are accurate and up to date;
- Regularly carry out bank reconciliations;
- Arrange payments to creditors as appropriate;
- Make the necessary arrangements to collect receipts promptly;
- To support and work closely with the Deputy Treasurer and any other successor to ensure that the systems accounts and other financial arrangement of the club can be managed by others and there is resilience and continuity in the financial management of the clubs affairs;
- Liaise with HMRC and other similar bodies to ensure that the club is compliant with current tax and other similar financial regulations;
- As far as possible attend club committee, breakfasts, evening meetings and other events;
- Support event organisers at club events by welcoming and checking in guests and other actions to ensure the smooth running;
- Lead the delivery of one event per annum;
- Provide other assistance to the officers, committee and members as necessary and appropriate.

Key Internal Interfaces

- Deputy Treasurer
- Chair
- Membership Development Officer
- Event Officer
- Systems Officer

Key External Interfaces

- Bank
- Independent Inspector

Task Frequency for Regular Repeating Activities

Annually

- Prepare and present financial statements to the Annual General Meeting, including any work associated with audit or scrutiny;
Prepare and issue the annual budget including recommendations as to subscriptions levels and the price of events tickets.

Monthly

- Prepare and present financial statements to the committee;
- Attend Committee, Breakfast and evening meetings;
- Ensure the settlement of all costs for venues, catering, incidental and administration expenditure;

Weekly

- Obtain bank statements and transaction reports to check general expenditure and status of 'unpaid' members;
- Publish updated members payment status report;

As and When Required

- Pursue unpaid subscriptions and other debts;
- Issue receipts;
- Resolve member payment queries;
- To identify a succession plan.