

September 2021

Role description for Treasurer

Purpose of the role

The Treasurer is elected by the Board of Trustees to administer and oversee the financial affairs of the Trust.

Key Tasks:

1. To prepare a budget for approval by the Trustees at the first meeting at the start of the financial year
2. To prepare and present a Treasurer Report including an updated cash flow to each SWBT Trustees meeting. An electronic copy will be sent a week prior to the meeting and then a verbal report at the meeting.
3. To operate bank accounts as agreed by SWBT Trustees using internet banking wherever possible and with all cheques being signed by two Trustees; no blank cheques are to be issued
4. To maintain a level of readily available funds in accordance with the Trust's Investment & Reserves Policy.
5. To receive monies due to SWBT including donations and make payments on behalf of SWBT
6. To keep proper books of accounts in line with Charity Commission guidance using spreadsheets which can be shared electronically and also presented in a paper form as required
7. To liaise as necessary with other Trustees, the finance section at BASW, the bank, the auditors and the investment manager at the investment company managing the Trust's investments
8. To maintain an effective communication link with the investment company managing the Trust's investments
9. To make applications on behalf of the Trust to HMRC as required, including Gift Aid reimbursement
10. To maintain contact with Charity Giving Organisations
11. To prepare all financial paperwork requested by the auditors for the annual audit in November each year