**JOB DESCRIPTION: Treasurer**

**Email**

**Info@calnewordfest.co.uk**

Phone Ruth Hill +44 7817 089609

**Overall**

* Oversee the finances 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.

**Specifically**

* Liaise with trustees, officers and/or volunteers to ensure the financial viability of the organisation.
* Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
* Oversee the production of an annual budget with the chair and propose its adoption at the last meeting of the previous financial year.
* Collaborate with auditor/external financial advisors as necessary.
* Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
	+ Cheque signatories
	+ Purchasing limits
	+ Purchasing systems
	+ Petty cash/ float
	+ Expenses
	+ Invoice payments
	+ Others as appropriate
* Appraising the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner when necessary.

**Day to day**

* Undertake bookkeeping duties ensuring posting and bookkeeping is up to date.
* Maintain the expenses system and process claims.
* Regularly carry out reconciliations.
* Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
* Make the necessary arrangements to collect payments from debtors and bank payments promptly.

**Qualities**

* Knowledge of bookkeeping and financial management (training is available).
* Ability to communicate clearly.
* Ability to work within a volunteer-led organisation.