



Treasurer Role Description

Time commitment - around 4 hours per week

The treasurer looks after the Organisation's accounts and has an overview of all financial dealings, reporting to the Board, and working closely with other Board members such as the Chairperson and the Secretary. Dumfries and Galloway LGBT Plus could not function without handling money, so it goes without saying that this is a crucial role.

Ideally, you will be:

- Financially knowledgeable and arithmetically sound, with skills covering book-keeping, accounting, VAT returns and rules
- Careful and aware, whilst still being confident and decisive
- A good record-keeper
- Good with a computer and the relevant financial programs

What you will do:

- Liaise with relevant staff, Board and / or volunteers to ensure the financial viability of the Organisation
- Make fellow Board Members aware of their financial obligations, the financial position of the Organisation and take a lead in interpreting financial data to them at Board and relevant Sub Group meetings
- Plan and monitor a budget for the Organisation each year, proposing its adoption at the first meeting of the new financial year
- Prepare and present the accounts for the year-end financial report
- Liaise with the auditor, external examiner and bankers
- Prepare and submit any statutory documents including VAT, tax, grant aid reports etc.)
- Appraise the financial viability of funding applications, plans and proposals
- Have lead responsibility for the implementation of the Association's Finance Policy including ensuring record keeping and financial systems are adhered to
- Undertake finance duties (or oversee a staff member or volunteer), ensuring:
 - posting, book-keeping and petty cash systems are kept up to date
 - bank reconciliations are regularly undertaken
 - payments to creditors are made (including staff / volunteer expenses)
 - payments from debtors and bank payments are collected promptly

What you will get out of it:

Although you will already need to be financially literate, this is a great way to further develop these skills with a relatively minor time commitment. You will get to work with a great team of people and will be fulfilling a respected role in the community while providing a vital service to Dumfries and Galloway LGBT Plus.