

Treasurer – Pinn Medical Centre Patients' Association

Remuneration	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	37 Love Lane, Pinner. HA5 3EE
Time commitment:	Minimum requirement to attend 4 Board meetings per year including an AGM. The Treasurer is also expected to represent the Charity at various events and meetings with key stakeholders.
Reporting to:	Board of Trustees

Job Description

Objective

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the charity. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

General responsibilities:

- Preparing and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees and HMRC.
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects.

Main duties of the Treasurer:

- Managing financial transactions (involving cheques and cash) and accounting records
- Liaising with the Chair and Board of Trustees on all financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the charity's strategic plans
- Liaising with the charity's auditor and HMRC, where appropriate
- Keeping the Board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the charity
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way