

Nothe Fort Treasurer

Volunteer Role Description

DIRECT REPORT

- Chairman

REQUIREMENTS:

- Oversee the financial affairs of the organisation and ensure they are constitutional and within acceptable accounting practice.

ESSENTIAL JOB FUNCTIONS:

- ensure proper records are kept and that effective financial procedures are in place
- liaise with the Fort General Manager and Financial Controller with the production of necessary financial reports/returns, accounts and audits
- pay staff Wages, PAYE and NI payments
- liaise with Marketing manager and financial assistant to ensure all invoices are checked and paid
- assist Financial Assistant with income from Reception and arrange banking
- attend Committee meetings to give up to date Bank Statement showing current balances in hand
- to invest Fort money in consultation with Fort General Manager and Bank Manager

DESIRABLE SKILLS / ABILITIES:

- knowledge of business accounting
- ability to listen to the views of others
- an ability to work effectively as a member of a team

LOCATION:

- Nothe Fort

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| <ul style="list-style-type: none">• NOTE: This role description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. |
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