

## **CIVIC VOICE - RESPONSIBILITIES OF THE TREASURER**

The Treasurer's responsibilities include:

- Providing a general financial oversight and ensuring effective financial processes and controls are in place
- Making financial decisions as delegated by the governing body, including serving as a signatory
- Liaising with the bank and other financial institutions and ensuring their regular review
- Ensuring appropriate advice is taken and decisions are made relating to investments
- Preparing annual accounts for audit, presentation to any General Meeting and submission to the Charity Commission
- Ensuring effective controls over fixed assets and stock and ensuring the body has necessary insurances
- Advising on financial planning and budgeting
- Advising over contracts and other fundraising activity

In undertaking these responsibilities the Treasurer will work closely with the Director/Chief Executive and the governing body.

The Treasurer should meet the desired skills and experience for all the trustees of Civic Voice and be able to commit the necessary time to the role. It is expected the Treasurer will be a member of a civic society.