

ASRA Treasurer Job Description

The Treasurer is responsible for carrying out such duties so as to ensure that the Financial Regulations of the Association are complied with.

PRINCIPAL DUTIES:

1. To keep a detailed record of income and expenditure which shall be reconciled regularly with the Association's bank account and to ensure all income is banked promptly on receipt.
2. To deal with all expenditure promptly having been authorised by two [2] out of four [4] of the Association's bank account signatories, these being the Treasurer, the Chair, the Secretary and the Administrator.
3. To present a proposed annual budget (income and expenditure) to the Management Committee at the meeting immediately prior to the AGM. Once ratified by the Management Committee this budget to form the basis of a recommendation for the subsequent year's annual subscriptions.
4. To prepare annual accounts of income and expenditure and a Balance Sheet; to arrange independent auditing for these accounts and to present them at the AGM.
5. To prepare reports on the Association's financial position for each Management Committee meeting.
6. To advise on the financial implications of policy proposals.
7. To prepare annual budgets and recommendations for expenditure for the Management Committee.
8. To maximise interest on any balances held and to investigate and advise the Management Committee on banking strategies.
9. To report any individual item of expenditure to the Management Committee which is in excess of an agreed limit to be determined from time to time by the Management Committee.
10. To work with an independent named accountant and ensure that financial information is provided to them in a timely manner to meet UK VAT regulations
11. To work closely with the Secretary and Association Administrative Support or to maximise membership opportunities.
12. To prepare a budget for the ASRA annual Conference, providing recommendations to the Management Committee on delegate fees.
13. To work closely with the Conference Administrator and Conference sub committee and provide updated Income & Expenditure information as required
14. To promptly reimburse the expenses of the Management Committee members incurred on Association business as either actual expenditure incurred or in the case of mileage/subsistence, in accordance with rates agreed from time to time by the Management Committee.
15. To take all appropriate steps to recover sums due to the Association eg. Outstanding membership subscriptions or other monies due.
16. To ensure the retention of all primary financial records (receipts, bank statements etc) for a period of seven (7) years.
17. To ensure cost effectiveness of all Management Committee meetings, giving due regard to both travel and venue costs. To advise the Management Committee of on-going costs of such meetings.
18. To administer the Regional Training Budgets in conjunction with the Regional Representatives at a rate agreed from time to time by the Management Committee.
19. To work to the ASRA Constitution, Standing Orders and Financial Regulations.
20. To feed any training contacts to Training Officer.