

# Dovecotes Tenant Management Organisation

## Job Description for a Treasurer

The Treasurer of Dovecotes Tenant Management Organisation may perform all duties concerned with dealing with money.

### Overall Responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

### Specific Responsibilities

- Liaise with TMO staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget with the TMO Manager and propose its adoption at the last meeting of the previous financial year.
- Monitor income and expenditure against budgets providing a quarterly finance report to full board
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/ float
  - Salary payments
  - Pensions
  - PAYE and NI payments
- Appraising the financial viability of plans, proposals, and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Works to the TMO financial procedures
- Check and authorises payment of invoices
- Responsible for accounts of the TMO and the information required by Companies House
- Ensure Company accounts are available for inspection
- Responsible for arranging for the signature of cheques and mandates

Name of Treasurer \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_