



JOB DESCRIPTION

TREASURER

The main duties of the Treasurer are as follows:

- to ensure that Rights of Women operates within the legal and financial guidelines set out in current legislation and its own financial regulations and Rules;
- to ensure that adequate financial controls are in place and that the organisation operates within a sound financial framework;
- to monitor the organisation's compliance with accounting procedures and ensure that grants and other funds received for specific purposes are appropriately spent;
- to work with and support the Director and Office Manager, in ensuring that all financial information presented is comprehensive and accurate;
- to identify any financial risks facing Rights of Women and recommend appropriate action to the Management Committee;
- to advise the Management Committee on the financial implications of its strategy and policy objectives;
- to liaise with the Director, Office Manager and Secretary to ensure the preparation of annual audited accounts;
- to ensure that annual accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies;
- to advise on the appointment of auditors to Rights of Women;
- to ensure the proper ethical investment of funds by Rights of Women;
- to ensure that budgets are drawn up and that the organisation keeps within the budgets set;
- to ensure that quarterly and annual financial reports are prepared and presented to the Management Committee.