**Treasurer: Family Voice Surrey**

**Overall**

* Oversee the financial affairs of Family Voice Surrey 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 Family Voice Surrey.
* Oversee the production of necessary financial reports/returns, accounts and audits, particularly in relation to the monitoring of grants received form local and central government.
* With operational manager, lead on improving the financial independence of the forum e.g. look for other sources of income, making recommendations to the steering committee

**Treasurer responsibilities:**

* Liaise with relevant staff, steering committee members and other volunteers to ensure the financial viability of the organisation.
* Make fellow steering committee members aware of their financial obligations and take a lead in interpreting financial data to them.
* Regularly report the financial position at steering committee meetings (balance sheet, cash flow, fundraising performance etc).
* Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  + Cheque signatories
  + Purchasing limits
  + Purchasing systems (including overseeing the management of expenses with the finance assistant)
  + Petty cash/ float
  + With the operations manager, put in place systems for salary payments (including pensions, PAYE and NI), as and when appropriate
* Others as appropriate
* Lead on managing spend of grants, ensuring spend is monitored
* Appraising the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner, if appropriate.
* With operations manager, arrange payments to creditors as appropriate and arrange appropriate signatures on payments
* Line manage the finance assistant, ensuring posting and bookkeeping is kept up-to-date.
* Oversee regular reconciliations by the finance assistant

**In addition, as a member of Family Voice Surrey's steering committee, responsibilities include:**

* voting when required on Family Voice Surrey business
* attending meetings or events where a Steering Committee member is needed
* responding to requests for input, as requested by the Chair/Deputy Chair
* training, where relevant
* taking opportunities to promote the organisation and help us raise our profile/increase our membership (eg. at your school)
* attending monthly steering committee meetings, usually at our Leatherhead office
* keeping abreast of and sharing best practice from other parent/carer forums

**Skills and experience**

You should:

* Be a parent/carer
* Have knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations.
* Have and understanding of bookkeeping and financial management.
* Have good financial analysis skills
* Be able to communicate clearly

**Remuneration**

This is a voluntary post, but reasonable expenses will be paid.