

Group Treasurer – Role and Responsibilities

The core role of the Group Treasurer is to maintain accurate accounts and safeguard assets, financial and physical.

Responsibilities

1. To maintain accurate financial records in accordance with Group Rules, IAM Group Handbook, Charity regulations, legal requirements and good accounting practice.
2. To maintain an assets register.
3. To ensure all expenses and invoices are paid in a timely manner.
4. To liaise with the Membership Secretary to confirm payment received from IAM RoadSmart for new Associate members.
5. To liaise with the Membership Secretary to confirm renewal subscriptions paid by either standing order or direct bank transfer.
6. To prepare the accounts at 31st January each year ready for auditing.
7. To present the audited accounts at the Group's AGM.
8. To maintain a reserve specifically to fund a replacement mobile display unit.
9. To maintain a cash float to refund low value expense claims and small ad hoc purchases. The cash float must be accurately recorded.
10. To provide accurate and regular reports to the committee, and to advise the Group committee of potential funding issues.
11. To update membership gift aid status for Full members (using mailchimp to enable status to be recorded).
12. To make an annual gift aid claim to HMRC Customs and Revenue.
13. To Ensure that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Petty cash/ float
 - Others as appropriate

14. To keep Group financial records for 7 years.
15. Maintain the current bank account in the name of the Northampton Advanced Motorists
16. Maintain the authorised access to the bank account.
17. Ensure funds are set aside for maintenance, repair, and possible eventual replacement of ancillary equipment owned by the Group as agreed by the committee.

Key Skills

1. Good interpersonal skills.
2. Working knowledge of a spreadsheet programme (preferably Microsoft Windows Excel).
3. Knowledge and use of DARTS (training will be given)
4. Ability to use online banking
5. Working knowledge of accountancy and good practice
6. Good general IT skills to facilitate tasks such as Gift Aid reclaiming.
7. Good organisational and time keeping skills
8. Attention to detail