

NASACRE Treasurer

Context

NASACRE does not have a permanently-staffed office base, nor does it provide for general secretarial assistance. The Treasurer, working from home or some other convenient location, has the support of the Administrative Officer, also working from home and paid by the hour.

The Administrative Officer sends out invoices as directed, collates and monitors receipts, re-submits invoices as necessary, maintains the website record of SACREs in paid-up membership, takes bookings for NASACRE events, and prepares a register of expected attendees at NASACRE events, among other tasks.

The Treasurer is an officer of NASACRE, potentially having opportunities to contribute to NASACRE's strategic and operational development, according to their experience, skills and inclination. The Treasurer will be expected to participate readily in the democratic and inclusive ethos aspired to by the work of the Executive Committee.

Role Descriptor for NASACRE Treasurer

- Maintain a strategic overview of NASACRE's financial status and patterns of income and expenditure.
- Advise NASACRE's Executive Committee on all matters involving NASACRE finance.
- Liaise with NASACRE's Admin Officer concerning invoicing and compliance with LA financial systems.
- Attend Executive meetings (around five each year) plus the AGM
- Prepare a Statement of Accounts after each Financial Year, together with an Annual Report for presentation at NASACRE's AGM.
- Manage relations with the bank holding NASACRE's account, including facilities for online banking.
- Authorise all outgoing expenditure and ensure payments are made promptly as required. (These include monthly earnings for the Admin Officer, travel and subsistence expenses for Officers, Exec members, speakers etc, venue and other event costs, subscriptions to outside organisations, honoraria, etc.)
- Ensure in collaboration with the Admin Officer that receipts are checked against invoices, and that unpaid invoices are chased.

Desirable experience and skills for NASACRE Treasurer

- Facility with figures and general numeracy
- Reasonable computer skills and ability to carry out online banking
- Capacity to prepare and present annual accounts
- Capacity to conduct internet communication with courtesy and efficiency
- Flexibility regarding time
- Astuteness, tenacity and self-motivation
- Some familiarity with the worlds and the jargon of RE, SACREs and Local Authorities