

JOB DESCRIPTION – TREASURER

1. Keep proper books and records of all transactions. Ensure these are kept for at least 6 years in an easily retrievable manner.
2. Ensure all receipts are promptly banked and all expenses promptly paid for. 'Promptly' means within 30 days of receipt of cash/cheque/invoice.
3. Ensure that all payments are properly supported by invoices and that all receipts are documented as much as practicable.
4. Present management accounts and short report to every Board Meeting or at least once a quarter whichever is more frequent.
5. Draft final accounts and short report in a form appropriate for review by appropriately qualified auditors at end of each financial year.
6. Arrange review by auditors and ensure accounts are approved by directors and signed by Secretary, one Director and auditors before AGM.
7. Present final reviewed accounts for DADCA's accounting year (1st.April till 31st.March) to the AGM each year.
8. File annual return with Companies House and OSCR.
9. As a director of DADCA, regularly attend Board Meetings and fulfil ad hoc tasks as and when agreed by the Board.