

ROLE STATEMENT - HONORARY TREASURER (HT)

Primary role:

The CIPFA South East (CSE) Treasurer acts as the lead officer for all financial and insurance matters, ensuring that all financial transactions are properly and accurately discharged and recorded and CSE operates within a robust financial framework.

A selection of the responsibilities below may be covered by a Deputy Treasurer as needed.

Main duties & responsibilities	
HT1	To act as Honorary Treasurer of the Region
HT2	As a member of Council, to attend Council meetings and support and engage in the activities of the Region
HT3	To produce an annual budget for each Council activity, following prioritisation of funding to activities in the Development Plan
HT4	To produce regular financial monitoring statements to be presented at each Council meeting
HT5	To provide regular monitoring statements to sub-group Chairs/Treasurers (for example London Division, CSE Student Society) to identify payments made and income received relating to their activities
HT6	To be responsible for the financial management of the specific Society events held - AGM, Regional Conference and Annual Dinner, including setting the budget, agreeing the event charge, making payments to suppliers and collecting and accounting for income due from sponsorship and delegate fees.
HT7	To make prompt payments to suppliers or Council member expense against agreed budgets
HT8	To ensure that all income is invoiced, collected and banked promptly and credited against the relevant budget.
HT9	To issue VAT invoices and receipts where relevant
HT10	To maintain accurate and timely records of income and expenditure
HT11	To maintain appropriate cash flow, liaising with the Charities Investment Fund and transferring monies as required up to limits agreed by Council
HT12	Maintain the Council bank account(s), and Investment Account ensuring all electronic transactions are conducted securely, are relating to the business of the Council and reconcile to the record of income and expenditure on a regular basis. To ensure that all mandates remain up to date and in line with Council officers.
HT13	To produce a quarterly VAT return to CIPFA (and any other reporting specified by CIPFA)
HT14	To produce an annual set of accounts, approved by Council and ready for audit, in the required format, reporting to CIPFA within the required timescale. To

	liaise with the auditor and respond to all queries in a timely manner to ensure that the accounts are ready for the AGM with sufficient lead time
HT15	To attend the Council Annual General Meeting and present the annual statement of accounts for scrutiny by members.
HT16	To update Financial Regulations as necessary and disseminate any changes to sub-group Treasurer's.
HT17	To maintain the Council expenses policy in conjunction with the national CIPFA policy on expenses
HT18	To liaise with the Council President, Honorary Secretary and Council Members on the payment of expenses
HT19	To reimburse Council officers for expenditure incurred in conjunction with the activities of the Society on the production of receipts within two working weeks
HT20	To ensure the Council has sufficient insurance for all its activities, either through CIPFA or alternative arrangements.