

## Treasurer Job Description

- Oversee the financial affairs of the CSiS Charity Fund 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 the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

### Responsibilities

- Submit periodic reports detailing the charity's present financial situation and forecasting the coming quarter
- Implement charity policies regarding documentation and accounting of receipts and other financial information
- Prepare monthly and yearly budgets while regularly monitoring expenditures
- Review statements and provide advice on issues pertaining to charity finance
- Arrange meetings of our finance and accounting committee and assist in developing financial strategies quarterly and yearly
- Make informed decisions on behalf of the charity involving investments
- Ensure the accounts are prepared on time, audited and disclosed to the relevant statutory bodies
- Keeping the board informed about its financial duties and responsibilities
- Ensure the financial stability of the charity