



# ASSOCIATION OF DISABLED LAWYERS

## Treasurer Role Description

To work with the Chair to do the following:

### Overall

- Oversee the financial affairs of the Association 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 Association; and
- Oversee the production of necessary financial reports/returns, accounts and audits.

### Specifically

- Liaise with relevant, Executive Committee members and/or volunteers to ensure the financial viability of the Association.

- Make fellow Executive Committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Executive Committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories;
  - Purchasing limits;
  - Purchasing systems;
  - Petty cash/ float; and
  - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.

- Lead on appointing and liaising with auditors/an independent examiner.

## Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations;
- Knowledge of bookkeeping and financial management (as necessary);
- Good financial analysis skills; and
- Ability to communicate clearly.