



## Oxfordshire & North Buckinghamshire Counties ASA

### **COUNTY TREASURER – ROLE DESCRIPTION**

#### **JOB TITLE**

Oxfordshire & North Buckinghamshire Counties ASA – **COUNTY TREASURER**

#### **JOB PURPOSE**

The Treasurer of the Oxfordshire & North Buckinghamshire (ONB) Counties ASA is responsible for producing and managing the counties accounts and finances and will oversee all income and expenditure for the county.

#### **RESPONSIBLE TO**

The Oxfordshire & North Buckinghamshire Counties ASA Committee

#### **MAIN TASKS, DUTIES AND RESPONSIBILITIES**

- To be responsible for all county finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
- To plan the annual budget in agreement with budget holders and the county committee and to monitor throughout the year.
- To prepare end-of-year accounts and present to the auditor, management committee and AGM.
- To prepare and present financial reports for each ONB Cttee Meeting.
- To maintain records of all requests for funding.
- Plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.

#### **SKILLS & ATTRIBUTES**

- You will be enthusiastic with a good knowledge of managing finances.
- Ideally will have a financial background and good knowledge of managing and producing accounts.
- You will have a knowledge of using and producing accounting spreadsheets or other accounting systems.
- You will be reliable and honest.
- You will have a knowledge of various banking systems such as direct debit.

**What will you gain from the experience?**

This is an integral, detail-orientated role which success and impact on the county will be determined by your own integrity and enthusiasm. As well as your ability to contribute to the management and governance of the county, it is an opportunity to take on a new challenge and facilitate the growth and development the county's finances.

**TERM**

The Level of commitment required will vary depending on the counties activities with county championships being the busy period due to paying of invoices, but will include attendance at county meetings, and ongoing budget and financial responsibilities. The person volunteering for this role should expect to be in post for a minimum of 3 years.