

Branch Treasurer role

The branch treasurer is a voluntary role that is vital to the running of the branch as they look after all the finances. Without this role, along with that of the Branch Officer, there can be no branch.

What you will be doing

- Managing the branch's bank account with the Branch Officer.
- Complying with all financial procedures.
- Maintaining accurate records of income and expenditure for the Branch.
- Maintaining accurate records for restricted funds (money that has to be used for a specific purpose).
- Managing and looking after the petty cash if it is required. This is a maximum of £50. Cash records of all money coming in and going out need to be maintained and the cash float needs to be secure.
- Providing prompt and accurate information on income and expenditure for NAS.
- Countersigning cheques.
- Ensuring all expenditure is properly authorised. This means checking who the money is being paid to, why it is being paid, and that the Branch Officer is aware of it.
- Ensuring the bank account does not go overdrawn.
- Attending branch committee meetings.

Skills, experience and qualities needed

- Good understanding of money, bank accounts, and how to manage finances.
- Able to manage time and deadlines to ensure financial records are regularly completed.
- Confident in using a computer.
- Can complete spreadsheets/basic financial records accurately and clearly.
- Confident in communicating with Branch Officer.
- No previous history of bankruptcy.
- Satisfactory references.

Practical Considerations

When and where

- Flexibility on days and the amount of time committed to the role. The role of branch treasurer takes around 1½ to 2 hours a week but it depends how active the branch is at any one time. The amount of time required during school holidays tends to be minimal.
- Home-based in South Hampshire (plus travel to branch committee meetings).

Support

- Designated support from the National Branch Finance and Admin Officer.
- Guidance on various topics related to branch finance.
- Various training courses relevant to running a branch.
- Expenses covered for attendance at any event organised by the branch support team.

What you could get out of it?

- Improve support to families affected by autism in your local area.
- Access free training and learn new skills.
- Meet new people.