



Job Description Treasurer & Director of the N Gauge Society

TREASURER OF THE N GAUGE SOCIETY

Date of Formulation; **1 January 2024**

Date of Review; **Annually in April**

POSITION	VOLUNTEER, Officer of the Committee and Director
ROLE	Treasurer and 1 of 4 Directors of the N Gauge Society Limited
GROUP	Central Services
QUALIFICATIONS REQUIRED	<ul style="list-style-type: none"> • IT Proficient (MS Office Word, Excel, Email & One Drive) where appropriate. • Strong Accounting Background with Management Experience coupled with exposure to preparation, presentation, and submission of annual accounts in conjunction with Society Accountants
DUE DILIGENCE REQUIRED	Yes
RESPONSIBLE TO	Chairman
PURPOSE	<ol style="list-style-type: none"> 1. Record all financial transactions for Society including, but not limited to: <ol style="list-style-type: none"> a. Cash transactions through Bank accounts. b. Vendor Invoices and payment thereof. c. Society Officers and specific volunteers Expense Claims. d. Daily cash receipts via EKM System, Advertising Invoices and Display Stand. 2. Cash Flow management and forecasting. 3. Annual Stocktake co-ordination. 4. Responsibility for QuickBooks accounting package used by Society. 5. Manage Society Insurances with External Brokers and relevant Society Officers. 6. Produce and Present annual accounts to Society AGM and Accountants. 7. Prepare Budgets for new RTR projects to ensure viability. 8. Support the Committee in all Financial Aspects and Issues as they arise.
AUTHORITY	<p>Is authorised to:</p> <ol style="list-style-type: none"> 1. Be the point of contact and make decisions on behalf of the Society with Bankers, Accountants, Insurance Brokers, and External Vendors (where issue resolution is required). 2. Initiate payments to all external parties. 3. Retain all records in Society One-Drive location and only keep hard copies if required and then for no more than 7 years.
SECONDARY ROLES	
TERM OF OFFICE	<ol style="list-style-type: none"> 1. The incumbent by default must be a current member of the N-Gauge Society. 2. This is a voluntary post with a minimum term of 5 years.