



# 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

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