

# All Pembrokeshire Cruse

## Branch Treasurer



### Job Description

#### Overall responsibility

To administer the financial affairs of the Branch in accordance with the Standing Financial Instructions for Cruse Branch Management Committees.

**Responsible to** Chair of Branch Management Committee.

#### Tasks

1. To prepare an annual budget, forecast the income and expenditure requirements for the forthcoming year, and present this to the Branch Management Committee for approval, prior to submission to the Regional Committee for inclusion in the budget of the Region and the budget for the whole organisation.
2. To submit annual accounts to Cruse Head Office using the documentation provided and within the time frame required.
3. To submit regular income and expenditure accounts to the Branch Management Committee.
4. To reimburse all Branch volunteers with expenses promptly and approved payments of other expenses, in accordance with the Standing Financial Instructions.
5. To bring to the notice of the Branch Management Committee the financial implications of any decisions taken.
6. To ensure that the Branch management Committee operates within the banking arrangements put in place by the Trustees of Cruse Bereavement Care.
7. To liaise with the Regional Office and Head Office in relation to all matters of a financial nature.

### Person Specification

**Qualifications:** No formal qualifications are needed to fulfil this role. However, accountancy skills are essential.

**Competencies:** Skills appropriate to the role of treasurer. Interpersonal skills. Ability to maintain confidentiality. Acceptance of people as individuals whilst recognising and respecting diversity.

**Commitment:** As required by the role, working mainly from home, and to attend Management Committee evening meetings held bi-monthly in Haverfordwest.

**Personal Qualities:** All Management and Administration Volunteers should be willing to accept responsibility for their role within the organisation. In addition they will need to display respect and sensitivity for and towards others, regardless of differences, and to be able to work as part of a team.