

ROLE DESCRIPTION - TREASURER

The Treasurer should:

- Have a good standard of numeracy
- Be tactful in approach and a confident communicator
- Proficient in using spreadsheets, or comfortable learning how to use spreadsheets
- Have availability and commitment to handle the responsibilities of this role alongside current commitments

Role:

The Group Treasurer is responsible for monitoring and managing finances, including an annual allocation from Icon central for the running of the group and any other grant funds received by the committee. The Treasurer will ensure transparent financial operations, coordinate payments, maintain accurate financial records, and provide necessary financial reports for auditing purposes.

Responsibilities:

Financial Management:

- Monitor and manage the Group's finances, including the allocation from Icon central and grant funds received, and ensure adherence to Icon Treasurers' guide
- Undertake reporting of all income and expenditure for auditing purposes.
- Manage digital invoices and receipts, liaising with Icon's central team for payments.
- Lead the compilation and submission of the annual committee budget
- Attend the Group's committee meetings, and Icon Treasurers' meetings, reporting back on financial performance

Guidance and Allocation:

- Provide guidance on allocating available funds to benefit the committee, the membership, and wider society in line with Icon's charitable activities.
- Ensure decisions about fund allocation are made at the committee level and adhere to transparency principles.
- Coordinate online transfers for committee members' meeting expenses and event-related expenditures (e.g., catering, venue hire), ensuring timely and accurate processing

What will I gain from this role?

All Committee roles count towards your continued professional development. You will learn or improve upon existing skills such as:

- Improved networking and links with conservators, heritage organizations and like-minded peers
- Improved knowledge about voluntary sector workings and governance procedures
- Improved knowledge of other disciplines through links with Group Treasurers.
- Exposure to new ideas and working styles from colleagues
- Transferable skills as a Treasurer/budget holder for other charity/professional body organizations, including budget forward planning and monitoring, financial reporting in line with agreed internal

guidelines and national legislation, negotiation and communication skills, and understanding of (charity) financial business management.

- Event planning experience.

Soft Skills:

- Communication
- Time management, planning, adaptability, problem-solving
- Teamwork, collaboration, coordination, dependability
- Delegation, leadership, responsibility
- Stakeholder management

The Treasurer role provides a well-defined set of tasks, making it ideal for someone who wants to get involved in the committee with clear responsibilities to manage.