



Friends of The Wilson
Cheltenham Art Gallery & Museum

Job description: Treasurer

1. Oversee the financial affairs of the charity and ensure that they are legal, constitutional and consistent with accepted accounting practice.
2. Ensure that proper financial records are kept and effective financial procedures and controls are in place.
3. Produce all necessary financial reports/returns, accounts and audits.
4. Appoint/liaise with auditors or the independent examiner.
5. Ensure that fellow trustees aware of their financial obligations and interpret financial data to them.
6. Produce reports on the charity's financial position for trustee meetings (including balance sheet, cash flow, fundraising performance etc).
7. Produce an annual budget and propose its adoption at the last meeting of the previous financial year (if required).
8. Appraise the financial viability of plans and proposals put forward by the trustees.
9. Carry out regular reconciliations.
10. Arrange payments to creditors.
11. Collect payments from debtors and bank all payments promptly.