Job Description for SDIA Treasurer

This role would suit a person who is organised, methodical and enjoys administrative tasks. The role requires a commitment of approximately one to two hours per month plus ad hoc minor tasks.

Ideal skills set:

- Basic excel skills
- Basic book keeping
- Maintaining accurate data
- Communicating via email & messenger
- Team work

Description of Role:

- Keep accurate records of SDIA income and spending on an excel spreadsheet
- Produce a full year's accounts at the Annual General Meeting to be audited and signed off by members
- Receive and pay invoices for services and products, ensuring deadlines are met
- Attend committee meetings quarterly to discuss and agree SDIA business, and provide updates regarding the association's finances
- Work with committee members to develop and improve the work of the association, using messenger group to discuss and make decisions outside of formal meetings
- Attend quarterly CPD meetings, updating members on the association's finances
- Be a signatory on the SDIA bank account, overseeing and approving expenditure
- Complete annual subscription to ADINJC
- Complete annual data protection registration with the ICO
- Communicate with chosen charities regarding donations
- Ensure committee aware of and approve large expenditure in line with constitution and bank mandate
- Hold the SDIA bank card
- Work with membership secretary when required to monitor membership payment information