



Swindon Open Studios Committee Job Description

Position Treasurer

Role Description The overall role of a treasurer is to manage and maintain an overview of the association's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. Specific tasks include:-

- Creating the budget.
- Update the committee on finances against budget at committee meetings
- Preparing and presenting accounts overview for AGM
- Ensuring accurate financial accounts are kept and budget spending is monitored
- Responsibility for banking and reviewing activity on PayPal account
- Checking invoices and expense claims
- Issue invoices to third parties e.g. sponsors
- Issuing payments on behalf of the association, ensuring third-party invoices, bills and expense claims are paid as required and within the agreed time

Person Spec

Good level of financial literacy, use of spreadsheets essential, experience in bookkeeping desirable

Access to computer (not provided by Swindon Open Studios)

Accuracy

Passionate about the Swindon Open Studios event (:))

Expected time

Attend one committee meeting per month (2 hours per month)

Work on general tasks - up to 2 hours per month

Work on accounts for AGM - up to 2 hours at start and 2 hours at the end of the year