



Association Phoenix

Caring for and re-homing animals in need

Guidance Notes – TREASURER

Association Phoenix is a French registered charity, exclusively supported by volunteers.

Role Description

- ◆ The Treasurer is a member of the Conseil d'Administration, who will take an active role in the management and policy development of the Association. The Conseil convene for regular meetings, in addition to the Ordinary General Meeting (OGM) to which all members are invited.
- ◆ The Treasurer will manage all the financial administration of the Association, in accordance with best practice, legal requirements and in compliance with the governing document (The Statutes).
- ◆ The Treasurer will act as the Association's liaison with the Bank.
- ◆ The Treasurer will ensure that all appropriate financial records and procedures are maintained secured, and all computer files are backed up and any paper-based records are kept securely.
- ◆ The Treasurer will ensure the financial stability of the Association.
- ◆ The Treasurer in conjunction with the Conseil will ensure appropriate investment of the Association's funds.
- ◆ The Treasurer will prepare the Annual Financial Report for the OGM, in conjunction with the Conseil.
- ◆ The Treasurer will prepare regular financial reports to the Conseil and members.
- ◆ The Treasurer will monitor expenditure against agreed budgets set by the Conseil.
- ◆ The Treasurer will ensure that the Association applies its resources exclusively in pursuance of its objectives.
- ◆ The Treasurer will ensure that a deputy is available to undertake the day-to-day responsibilities during any absence.

Responsibilities

- ◆ Maintain a financial data base, recording the movements of credits and debits.
- ◆ Receive and record all income and deposits into the Association bank account.
- ◆ Reconcile the monthly bank statements against the Association database.
- ◆ Manage the payment account attached to the Phoenix website.
- ◆ Obtain the approval of invoices before payment and record all transactions.
- ◆ Receive and pay monthly Expenses Claims in accordance with the agreed criteria.
- ◆ Administer the Petty Cash account and keep appropriate records.

Qualities

- ◆ Commitment to the Association.
- ◆ Knowledge of bookkeeping and financial management.
- ◆ Good financial analysis skills.
- ◆ Computer literate with experience of Microsoft Excel.
- ◆ Broadband internet connection.
- ◆ Team player and good communicator.
- ◆ Good independent judgement and ability to think creatively.
- ◆ A working knowledge of French is desirable.
- ◆ Ideally located within the Dordogne or adjacent departments.