



THE SCOTTISH TOUCH ASSOCIATION

JOB DESCRIPTION - Treasurer

Vision

To support the association by monitoring financial position to allow appropriate funding for the running and development of Touch in Scotland.

Reporting To:

1. Board
2. Sub-committees
3. STA Membership

Responsibilities:

1. To monitor annual accounts ensuring Association maintains a healthy financial position.
2. Ensure timeous payment of invoices.
3. To provide balance sheet with accounts for Annual Report, Companies House and OSCR.
4. Monitor profit and loss of individual events.
5. Assist Board members in setting annual budgets for sub-committees.
6. Assist sub-committees with annual profit and loss accounts.

Required Personal attributes:

1. Book keeping and accounts knowledge.
2. Good organisational skills.
3. Objective view on event management.