

Lichfield Chamber of Trade and Commerce

Treasurer – Job Description

JOB SUMMARY

The Treasurer serves as the primary contact for all aspects of Lichfield Chamber of Trade and Commerce's (LCTC) finances.

Handling a range of responsibilities that may include chasing of late payments, day to day bookkeeping, payment of suppliers, checking expenses, production of income and expenditure accounts at year end for presentation to the Executive Committee. All to ensure finances align with the goals and objectives of LCTC.

DUTIES/RESPONSIBILITIES

- Serves as the primary contact for all aspects of LCTC finances.
- Collaborate closely with the Executive Committee
- Ensure funds are utilised appropriately for the good of the Chamber
- Ensure funds are invested appropriately to generate additional income if possible
- Maintain existing knowledge of best practices and emerging developments in finance with regard to not for profit businesses
- Ensures compliance with ethical standards, software licenses, and regulations including data security, privacy, and intellectual property laws.
- To keep an account of all moneys received and paid on behalf of LCTC.
- To present to all members at the Annual General Meeting an audited statement of accounts showing all financial transactions of the Chamber made up to 30th October in each year.
- To guide each January on what LCTC's charitable contribution will be and how if necessary that will be split.
- Performs other related duties as assigned.