



ROLE DESCRIPTION

TREASURER

Team: Executive Committee (EC)

Location: UK based

Liaison with: All EC members

PURPOSE OF THE ROLE

To lead and manage all finance activity of the society

KEY TASKS

1. Manage the cash flows into and out of the bank account with Barclays, as well as IUS accounts with Paypal and JustGiving accounts.
2. Lead a team of finance volunteers, delegating tasks appropriately
3. Assisting the accountant in providing the necessary information to prepare the financial statements of IUS every year for the Charity commission
4. Reimbursing volunteers of all teams for their expenses
5. Liaise with the HR Officer about outstanding standing orders of members and donors
6. Respond to queries to treasurer@ius.org.uk

ESSENTIAL SKILLS

Good leader
Strong communication skills
Keen eye for details
Proficient in Microsoft Excel

DESIRABLE SKILLS

Previous experience / knowledge of QuickBooks or other accounting software (this can be taught if no experience)
Quick learner
Able to work under pressure and to deadlines
Able to work on own initiative