

## 2.17 Job Description – Treasurer of the Scout Fellowship



### 1. Job title

Treasurer of the Scout Fellowship

### 2. Responsible to

Chairman of the Scout Fellowship

### 3. Job summary

Responsible for the efficient handling of the Scout Fellowship's financial matters, in compliance with the *Policy, Organisation and Rules* and the Charities Commission.

### 4. Mandatory job requirements

- To prepare a formal set of annual accounts
- To arrange for the proper auditing of the annual accounts prior to submission to the Group, District or Area/County Treasurer (as appropriate).

### 5. Recommended job requirements

- To advise the Scout Fellowship Executive Committee on all matters affecting proper financial control of Scout Fellowship funds
- With the agreement of the Group, District or Area/County Treasurer (as appropriate), to open and maintain a bank account on behalf of the Scout Fellowship in accordance with the requirements of the *Policy, Organisation and Rules* of The Scout Association
- To receive monies and make payments on behalf of the Scout Fellowship
- To maintain proper account of all funds and prepare an interim statement of account for the membership when so requested to do.

### 6. Other main activities

- To collect Scout Fellowship membership subscriptions.
- To arrange the prompt payment of the District, Area/County and National Membership subscriptions, in accordance with the membership numbers declared on the annual census return.

Note: The Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting, may add other requirements and activities.

For further details see section 2.9 'Scout Fellowship Finances'.