

JOB DESCRIPTION

TREASURER, NORTH OF TYNE LPC COMMITTEE

Accountable to: Finance Committee – appraisal to be conducted on behalf of the Committee by the Finance sub-group

Responsible to: LPC Committee

Working hours: Approx 7.5hrs per month – to be paid as an Honorarium via payroll.

The purpose of the LPC Treasurer is to be responsible for all aspects of LPC finances. In accordance with the principles of good governance the office of LPC Treasurer shall be separate from the posts of Chief Officer, Chair and Vice-Chair. It is important that the LPC Treasurer is fully conversant with the responsibilities and duties of the office.

1 Overall Responsibility

- To be accountable to the LPC for the proper management of all aspects of LPC finances and the payment of the LPC levy.

2 Detailed Responsibilities

- To keep proper records and accounts to report the financial status of the LPC at each meeting and control the LPC's finances
- To prepare annual budgets to present to the LPC
- Prepare and present to the LPC proposals for the contractor levy
- Ensure that the LPC has appropriate reserves and contingency funds
- To prepare management accounts for the LPC as requested by the committee
- Monitor costs of consultants/ self-employed paid on a timesheet basis
- To prepare annual accounts for the LPC and arrange for them to be scrutinised/audited
- To ensure that the audited annual accounts of the LPC are circulated to contractors and PSNC
- To set up and control the LPC's banking arrangements
- To prepare and submit all tax returns for the LPC
- To organise any necessary PAYE and national insurance payments
- To organise and execute any salary changes and adjustments instructed by the committee
- To ensure that contractor levies are collected and the LPC levy is paid to PSNC
- To organise and make all other duly authorised payments for the LPC
- To ensure that LPC funds are used for the purposes set out in the LPC constitution and their use complies with the LPC's financial governance requirements
- To keep the LPC informed about its financial duties and responsibilities
- To make sure that the LPC has an expenses policy, that it is kept updated, and members and officers are aware of the need to adhere to the policy
- To manage the processing and payment of members and officers' expenses in accordance with the LPC expenses policy

3 Additional Duties

- To attend any meetings or training and development courses appropriate to the role and approved by the committee
- To manage any LPC administrative support employed by the LPC to assist with LPC finance
- Make a presentation of the accounts at the LPC AGM
- To advise the committee on financial risk including self-employed agreements

- To advise on the financial implications of LPC strategic plans
- To attend an annual appraisal and informal six-monthly review in accordance with the LPC's Appraisal Policy