

Assistant Treasurer

Role Description

Role Purpose

The Assistant Treasurer supports the Treasurer in managing NEU finances at branch and district level. The role ensures good financial administration, continuity, and accuracy. The Assistant Treasurer provides backup, helps maintain financial records, and supports responsible, transparent use of union funds in line with NEU procedures.

Key Responsibilities

1. Financial Support Across Branch & District

- Assist the Treasurer(s) in managing accounts, processing payments and handling routine financial tasks.
- Provide continuity during busy periods or when the Treasurer is unavailable.
- Support the preparation of annual budgets at both branch and district levels.

2. Financial Record-Keeping

- Help maintain accurate financial records including invoices, receipts, reimbursement claims and digital logs.
- Support safe storage of financial documents in line with NEU policies and GDPR requirements.
- Assist with preparing documentation for audits or financial reviews.

3. Payments & Administrative Work

- Support the processing of expense claims, event costs, campaign spending and officer reimbursements.
- Ensure payments follow NEU financial guidelines and are properly authorised.
- Help track expenditure against agreed budgets.

4. Reporting

- Assist in producing financial updates for branch and district meetings.
- Help the Treasurer prepare clear, accurate annual financial reports for both the Branch AGM and District AGM.
- Provide administrative help with drafting and presenting financial information.

5. Compliance & Financial Governance

- Ensure all financial procedures follow NEU rules and audit requirements.

- Support the Treasurer in identifying any issues or risks and escalating concerns appropriately.
- Promote transparent, accountable financial practice.

6. Collaboration

- Work closely with:
 - The **Treasurer**
 - The **District and Branch Secretary**
 - Other Branch and District Officers
- Coordinate with officers planning events, campaigns, or purchases to ensure budgeting is accurate and properly recorded.
- Liaise with the NEU Regional Office for guidance when required.

Skills & Attributes

- Good organisational and administrative skills.
- Accuracy, attention to detail and reliability.
- Basic financial awareness (training available).
- Discretion and professionalism, especially around confidential information.
- Ability to work collaboratively with multiple officers across branch and district levels.
- Commitment to NEU values of transparency, fairness and collective responsibility.

Time Commitment

- Attendance at branch/district meetings where financial updates are required.
- Regular availability to support payment processing, record-keeping and administrative tasks.
- Additional time during budget-setting periods or preparation for AGMs.