

Treasurer

Role Description

Role Purpose

The Treasurer is responsible for managing Dorset NEU's finances, ensuring the district's funds are handled responsibly, transparently and in line with NEU financial procedures. The role supports good financial governance, prepares financial reports, oversees budgeting, and ensures Dorset NEU's activities are appropriately resourced.

Key Responsibilities

1. Financial Management & Oversight

- Manage Dorset NEU bank accounts and ensure all income, payments and reimbursements are handled correctly.
- Maintain accurate financial records, including receipts, invoices and transaction logs.
- Ensure all expenditure complies with NEU rules, district policies and any relevant audit requirements.

2. Budgeting & Planning

- Prepare an annual budget for Dorset NEU in consultation with the District Secretary and Officers.
- Monitor spending against the budget throughout the year and provide advice on financial planning.
- Ensure district funds are allocated fairly, transparently and in support of agreed priorities.

3. Reporting

- Produce regular financial reports for Dorset NEU meetings, presenting clear updates on income, expenditure and balances.
- Prepare an annual financial statement for the AGM, ensuring transparency and accountability.
- Provide any necessary financial documentation for audits or reviews as required by the NEU.

4. Payments & Reimbursements

- Process payments for district activities, including events, campaigns, officer expenses and member reimbursements.
- Ensure all claims are properly documented and meet NEU financial guidelines.
- Maintain timely processing so district activity is not delayed by financial administration.

5. Compliance & Governance

- Ensure Dorset NEU meets all NEU financial compliance requirements.
- Maintain secure storage of financial records in line with GDPR and NEU policies.
- Alert the District Secretary or relevant officers if any financial risks or irregularities arise.

6. Collaboration

- Work closely with the District Secretary, Communications Secretary, Trust Fund Officer, Campaigns Officer and other district officers.
- Liaise with the NEU Regional Office or National Finance Team when guidance is needed.
- Support the planning and costing of district events, training, campaigns and projects.

Skills & Attributes

- Strong organisational and financial management skills (training can be provided).
- Accuracy, attention to detail and reliability.
- Ability to present financial information clearly and confidently.
- Confidentiality, integrity and a transparent approach to financial stewardship.
- Commitment to NEU values of fairness, accountability and collective responsibility.

Time Commitment

- Attendance at Dorset NEU meetings, including the AGM.
- Ongoing availability for financial administration, payment processing and record-keeping.
- Additional time for budgeting, financial reporting and collaboration with officers throughout the year.