

ASCN UK Treasurer Roles & Responsibilities

- Monitor the associations finances, and provide an accurate overview of the associations financial position as required.
- Oversee that all income has been received, expenditure is appropriate and financial statements are accurate and up to date.
- In collaboration with the secretariat's financial representative oversee that the associations records, banking matters and annual accounts are completed in a timely manner in compliance with financial regulations and reporting requirements.
- Advocate and oversee 'proper' expense practices are followed by all having transactions with the ASCUK finances.
- Be the primary point of contact and registered contact with the charities commission in conjunction with the association secretariat.
- Advise and instigate agreement with committee members to ensure proper investment of the associations funds and resources are utilised exclusively for the pursuit of the association's objectives.
- In collaboration with secretariat's financial representative, correspond with Bankers, and Financial Accountants engaged by ASCN UK, and ensure all accounts remain in credit.
- In collaboration with the committee, be instrumental in income generating and securing funding for projects as required.
- In collaboration with the secretariat, appoint Accountants to independently examine account; following consultation with other Honorary Officers and Trustees agree with the appointed accountants.
- Ensure ASCN UK has charitable cover for fundraising purpose.
- Prepare an Annual Report, to include independently examined accounts, to be presented at the Annual General Meeting, and uploaded to the ASCN UK Site and the Charities Commission website annually as a Trustees Annual Report (TAR).
- Ensure reimbursement/payment of invoices is completed within 10 working days.
- In collaboration with the committee members; build and maintain relationships with other organisations, healthcare professionals and stakeholders in the healthcare field to foster collaboration.
- Act as ambassador for the association and promote ASCN UK nationally and internationally.
- Contribute to pre-election meeting with applicants for pending committee positions.
- Assist the other Honorary Officers and conference organisers in organising the Annual Conference.
- Chairperson must be informed in advance of unavailability (e.g. holidays).
- Support all aspects of ASCN UK in the running of the Association, attending meetings wherever possible and responding to emails in a timely manner.
- In collaboration with the committee members ensure all decisions are made in alignment with the current ASCN UK Constitution.