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Exmouth & District

JOB DESCRIPTION – ASSISTANT TREASURER

The Assistant Treasurer role is a temporary role which will be filled by the member who is willing to put themselves forward to succeed the current Honorary Treasurer. As this is a temporary role the incumbent could be co-opted onto the committee.

Job Overview

The purpose of the role is to assist the Treasurer in all aspects of that role and as such should be read in conjunction with the role description for the Treasurer. The role will include maintaining accurate records of the finances of the charity and reporting these on a regular basis to the management committee.

Responsibilities and Duties

- Initially, the incumbent will shadow the Treasurer in all aspects of the role.
- As the year progresses the incumbent will take over aspects of the Treasurer's role as decided between the Treasurer and the incumbent.
- Tasks will be gradually transferred to the incumbent to ensure that by the time of the AGM the role holder is able to take over as Treasurer with immediate effect.

RHW Morgan ACMA February 2021

Date agreed by the Committee 2nd March 2021.

Review date 1st March 2022.