

Stroud Pride Committee

“Treasurer”

Job description & Key responsibilities

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STROUD
PRIDE

Job Title:

Treasurer

Role Type:

Full committee member

About Stroud Pride Committee:

Stroud Pride Committee is a group of friendly, creative, and enthusiastic volunteers from the local LGBTQ+ community. Our mission is to celebrate Stroud's acceptance of its LGBTQ+ community through events like the Stroud Pride Picnic and to work towards a more inclusive and supportive society.

Job Description:

The Treasurer will manage the financial affairs of the Stroud Pride Committee, ensuring the accurate and transparent handling of funds. This role involves maintaining detailed financial records, preparing budgets, and providing regular financial reports to the committee.

Key Responsibilities:

- Keep itemised, accurate records of all money coming into and going out of the Stroud Pride account.
- Prepare and manage the annual budget, ensuring all expenses and incomes are accounted for.
- Provide regular financial reports to the committee, detailing the financial health and achievement of the annual budget.
- Ensure all financial activities comply with legal requirements and best practices.
- Oversee fundraising activities and ensure funds are properly allocated.
- Collaborate with other committee members to ensure financial transparency and accountability.

Limits and scope of the role:

- The Treasurer must act in accordance with the Stroud Pride constitution and financial guidelines.
- The role involves managing the financial aspects of the committee but does not extend to non-financial duties unless specified.
- Ensure financial activities are strictly related to Stroud Pride events and operations.

Qualifications:

- Strong understanding of financial management and accounting principles.
- Excellent organisational skills and attention to detail.
- Proven experience in managing budgets and financial reporting.
- Ability to work independently and maintain transparency.
- Understanding of legal requirements related to financial management in non-profit organisations.
- Strong communication skills to effectively report financial matters to the committee.