

# Role description for a ... County Treasurer



Item Code FS330034 Date May/04 Edition no 1

0845 300 1818

**Title:** County Treasurer

**Outline:** To assist the County Chairman in the effective administration of the Scout County in accordance with Policy Organisation and Rules of The Scout Association.

**Responsible for:** The provision of sound financial administrative support and information to the Scout County.

**Responsible to:** County Chairman

**Main Contacts:** Members of the County Executive, County Secretary, County Chairperson, District and Group Treasurers, County Leaders, County Commissioner.

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File.

| "General" Main Tasks   | "Specific" Tasks Agreed with the County Chairman |
|--|--|
| <ul style="list-style-type: none"> <li>Act as treasurer to the County Scout Council</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>Act as treasurer to the County Executive Committee</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>Work closely with and support the County Chairman</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Set the Annual Budget for the Scout County</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>Work with District Treasurers including the receipt and monitoring of financial statements from each Scout District</li> </ul>                          |  |
| <ul style="list-style-type: none"> <li>Ensure the completion of the County Annual accounts in accordance with the guidelines laid down by the Charity Commission</li> </ul>                    |  |
| <ul style="list-style-type: none"> <li>Maintain effective communication with the County Chairman and other members of the Executive Committee</li> </ul>                                       |  |
| <ul style="list-style-type: none"> <li>Be a full and active member of the County Executive Committee</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Receive all monies on behalf of the County, to keep account of all funds and to pay out on authorisation from the County Executive Committee</li> </ul> |  |
| <ul style="list-style-type: none"> <li>Provide sound administration in respect of the obligations according to POR</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Work with the County Executive Committee to attract funding / grants / income to the County</li> </ul>  |  |

**The Scout Information Centre**

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