

## **5. Role Description for Treasurer of Yorkhill Housing Association**

### **1. Introduction**

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Treasurer of Yorkhill Housing Association. The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside Yorkhill Housing Association's Rules and Standing Orders.
- 1.2 The role of the Treasurer will be carried out by an elected Governing Body Member of Yorkhill Housing Association who will be elected by the Governing Body every year at the first meeting following the AGM.
- 1.4 Where appropriate, the Treasurer's duties can be delegated to an appropriate employee of Yorkhill Housing Association, with the Treasurer assuming responsibility for ensuring that they are carried out in an effective manner.

### **2. Responsibilities of the Treasurer**

- 2.1 The main responsibility of the Treasurer is to ensure the Association's legal and regulatory obligations are met in relation to the organisation's Financial Policies and Procedures.
- 2.2 The Treasurer will work with the Finance Manager and Chief Executive to oversee:
  - The production of regular Management Accounts and other Finance reports as required for consideration and scrutiny by the Governing Body.
  - The preparation and monitoring of annual, medium- and long-term financial forecasts including those with links to other sections e.g., Investment Programmes.
  - Implementation and review of Treasury Management policy and practice.
  - The implementation and review of internal financial controls.
  - Preparation and submission of Annual Returns to OSCR, the Financial Conduct Authority, the Scottish Housing Regulator and any other appropriate bodies.

### **3. Monitoring and Review**

- 3.1 This role description was last reviewed and approved by the Governing Body on 26 September 2024. It will be reviewed by the Governing Body not later than September 2025.