

EMWA Executive Committee (EC) Officer Job Description: TREASURER

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: See Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office for the latest version.

Specific tasks (weekly)

- Review and approve or query all invoices, expense claims etc. received. Ensure payments are booked to the correct accounting code.
- Approve or initiate payments via EMWA's on line banking systems.

Specific tasks (ongoing)

- Liaise regularly with EMWA's finance team at HO regarding all aspects of EMWA's finances. HO is responsible for book-keeping activities, preparing the monthly management accounts, preparing conference budgets, and liaising with EMWA's auditors regarding preparation of the annual financial statements and taxation issues.
- Interact with other EC officers and/or the entire EC regarding financial matters that require EC input. For example, changes in membership fees, review and approval of the conference budgets, development of EMWA's strategy and business plan.
- Lead the Finance Subcommittee which reviews the monthly management accounts, annual Financial Statements, EMWA's annual and conference budgets.
- Maintain the database of all EMWA's regular suppliers, including anticipated costs and timing of payments to ensure an overview of regular outgoings and facilitate preparation of the annual budget.
- Maintain particular oversight of EMWA financial service providers including bank accounts, merchant (credit card) accounts, and the online payment gateway.
- Pursue debts to EMWA once HO has exhausted the usual debt collection channels, including initiating and supporting legal action, if required. Legal action against natural persons requires EC approval.
- Sign supplier contracts (ongoing, conference venues, etc.) on behalf of EMWA. Any individual expenditure over €1000 requires the approval of the EC.
Ensure adequate cashflow to cover prepayments, especially for conference venues.

Specific tasks (annual)

- Review contracts and other agreements with EMWA's regular suppliers (in particular of financial services) to ensure that performance of services is satisfactory and offers value for money. Cancel contracts for services no longer needed and renegotiate contracts or identify alternative suppliers where the current agreement no longer offers competitive pricing or adequate service.
- Draft EMWA's annual budget. The annual budget should be reviewed by the finance subcommittee, EC, and HO, prior to being presented as part of the annual meeting pack.
- Prepare the Treasurer's Report including the previous year's financial statements and proposed budget for presentation at the AM.
- Sign the annual financial statements.