

Treasurer

Responsible for keeping proper books and accounts, controlling and monitoring the bank accounts and providing the Management Committee (MC) with appropriate financial reports for management purposes.

1. **Proper books and accounts.** Keeping proper books and accounts to adequately record and control the financial activities and meet compliance and legal requirements.
2. **Bank accounts and cash.** To maintain and control the bank accounts and ensure that cash receipts are properly recorded and paid into the bank account.
3. **Year end accounts.** To prepare annual year end accounts in compliance with the law and any regulations and ensure their timely filing as required.
4. **Management information.** Provide periodic financial information for the MC to facilitate their monitoring of the activities of NFDS and to aid decision making, including for example management P&Ls and balance sheets, cash flow projections and estimates of capital expenditure.