



County Treasurer

Main function

To keep accurate financial records on behalf of the county.

To report and advise on financial matters

Specific Functions

- Keep accurate records of financial transactions and accounts
- Maintain relevant bank accounts, keeping up to date with any correspondence with the bank on behalf of the organisation
- Advise on financial matters as appropriate
- Report back to executive on its financial position in order to ensure appropriate use of funds
- Prepare end of year accounts for independent examination
- Ensure correct financial procedures are in place and maintained
- Plan future budgeting and present financial forecast
- Collate and store unit accounts for county.
- Promote being positive about Guiding and Growing Guiding.
- Attend County executive meetings

Appointed by County Commissioner and approved by County Executive.

Term of appointment is three years with an option of two additional years.

Reviewed 2019