

## **ROLE DESCRIPTION: Treasurer**

- Must be a professional member of BCS (MBCS/FBCS).
- Prepares annual budget and potential project funding each year.
- Responsible to the Member Group committee for the group funds and any other appropriate financial business.
- Reports at fixed intervals to Member Group Committee.

### **IF BCS FUNDED**

- Submits income and expenditure statements produced by BCS Finance for the AGM
- Deals with payments and receipts to and from Operational Budget and liaises with BCS where necessary.
- Notifies, through Member Groups Team ([groups@hq.bcs.org.uk](mailto:groups@hq.bcs.org.uk)), any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation.