

Weston-super-Mare Chamber of Commerce



Treasurer

This officer provides support to the President in all financial matters and activities and manages the Chamber funds.

The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Management and reconciliation of the Chamber bank account
- Advising the President on the level of funds in the Chamber bank account and on the possible future cash flow issues
- Produce annual financial reports which are presented at the AGM and ensures that the Chamber's funds are managed in accordance with the appropriate current laws
- Ensures the prompt payment of any purchase invoices relating to Chamber activities and ensures that any expenses incurred by officers and members on behalf of the Chamber are reimbursed