



IPCAA Executive Group Job Description

Job title: Treasurer

Responsible to: President

Primary role:

To manage and control all financial affairs of the Association, in accordance with relevant financial laws and accounting principles.

Specific assigned tasks:

1. To supervise preparation of budgets and ensure expenses are within approved limits
2. To formally approve payment of invoices, expense claims and other expenditure documents
3. To co-ordinate (with the Executive Officer) auditing procedures and any taxation procedures
4. To invest surplus funds in the best interest of the Association
5. To ensure (if necessary in conjunction with other members of the Executive Group and the Legal Advisor) recovery of overdue membership subscriptions, and any other payments due

General responsibility:

1. Together with the other members of the Executive Group, to be proactive in promoting IPCAA and its aims and objectives, and act in the official capacity of an IPCAA representative when required.
2. To participate in meetings and teleconferences of the Executive Group