

PrimeTime Board Responsibilities

Treasurer/Assistant Treasurer

Role Description:

To ensure that PrimeTime's finances and financial governance is well managed and never an issue

1. We are a volunteer and not-for-profit, but need to break even over the course of a year to be sustainable
2. We need to ensure a good relationship with our "suppliers" and "customers" (we contribute on finance side)
3. We need to ensure we are using our funds appropriately as an organization (auditing, paying too much or too little, being paid too much or too little)

These activities are the responsibility of the Treasurer and will be completed with the assistance of the Assistant Treasurer:

- Maintain PrimeTime financial records and prepare budget for successive financial year
- Co-ordinate annual audit
- Make deposits into the bank, write cheques, and make payments via the electronic banking system
- Maintain all the financial records (receipts, invoices, event reconciliations etc) and send them to the accountants on a monthly basis to prepare the accounts
- Co-ordinate with the appointed accountants to prepare monthly financial reports
- Monitor the performance of the accountants and auditors. If required, find alternative accountants or auditors if they are not performing
- Prepare ad-hoc financial reports for Board Meetings
- Maintain petty cash records
- Assist the Executive Assistant with 2nd Thursday reconciliation and finances
- Download the monthly PayPal logs to provide to the accountants
- Reconcile paid Membership List with Membership Director on a Monthly basis
- Complete Excel spreadsheets to monitor monthly venue statistics
- Collect and complete information required to change signing authority on PrimeTime bank accounts
- Maintain the PrimeTime financial policy
- Assist with succession planning for this role

How does this job interact with other Board members?

- VP: any financial matters
- Programmes Director: venue payments for 2nd Thursday meetings
- Membership Director: reconciliation of paid members
- President: budget process and any financial matters

Is this position a key contact with any outside organizations?

- Bank, external auditors and external accountants

Skills required for this position:

- Accounting/financial background is preferred
- The ability to manage multiple tasks
- Excellent written and oral communication skills

Typical month's time commitment, per role:

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| <ul style="list-style-type: none"> • Preparation for and attendance at board meeting (3) • 2nd Thursday meeting (3) • Monthly banking activities, liaising with accountants, maintaining financial paperwork, PayPal reconciliation, financial Average = 25 hours per month | <ul style="list-style-type: none"> • reporting to the Board and other financial matters (14) • General queries (5) |
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The Board is required to have 4 Board meetings per year. The Board members will determine the frequency and dates of the Board meetings. There are generally monthly meetings held for a total of 10-12 meetings on an annual basis.

For more information: Contact current Secretary at secretary@primetime.org.sg