

Role description – Treasurer - Medical Education Leaders UK

The specific role of the treasurer (on top of any general council officer role) can be summarised as monitoring the financial administration and health of MEL UK and keeping council updated (alongside the officer manager and MEL UK's accountant).

This includes

- overseeing budgets and ensuring proper accounting records are kept
- ensuring financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- liaising with the office manager responsible for the financial activities of the organisation
- overseeing expenses claims and monitoring MEL UK bank accounts
- monitoring and advising on the financial viability of MEL UK
- overseeing the implementation of and monitoring specific financial controls and adherence to systems

Whilst this all sounds vast due to our excellence office team this is very manageable and takes about an hour a week of time.