

Birmingham UNISON Branch Treasurer & Assistant Treasurer

Birmingham Unison is a large branch that has control of a budget in the region of £500,000 per annum. Birmingham branch elected officers are collectively responsible for the finances of the branch and decisions on how the branch spends its money are made collectively at branch committee. As the branch treasurer you are responsible for ensuring that all finance and spending is properly accounted for. It is important to understand that the branch collective financial responsibility extends beyond UNISON's own rule book and includes compliance with the Trade Union and Labour Relations (Consolidation) Act 1992 as well as the requirements of Her Majesty's Revenue and Customs.

Tasks relating to the office of branch treasurer

- to conduct the branch's financial business
- to be the key signatory authorising any item of branch expenditure
- to keep accounts in accordance with the rules
- to provide reports on the financial position of the branch to the branch committee or branch executive committee
- to provide a detailed financial report for the annual branch meeting(s)
- to advise the branch officers and branch committee in respect of matters relating to financial management and appropriate expenditure
- to provide an audited annual return of branch income.
- To prepare an annual budget

There is an expectation that officers give at least one month's notice if standing down to allow for a replacement to be elected.

For this post please refer to the Branch Finances Handbook
unison.org.uk/acrobat/BranchFinanceshandbookFinal.pdf

Note. The same person cannot hold both the positions of Treasurer and Branch Secretary.