

Peterborough & District Family History Society

Job Description for the Treasurer

The Treasurer is an indispensable Honorary Officer of the Society and a member of the Committee.

The Treasurer shall be elected annually by the membership at the AGM.

The Treasurer's specific role is to oversee all the Society's financial transactions, associated fiscal reports and (with others) authorise payments from the Society's bank account.

The responsibilities of the Treasurer include the following tasks, or delegating them to others and ensuring that they have been carried out:

- Initiating and/or processing all financial transactions of the Society, including accepting and processing membership payments.
- Prepare and submit a claim for Gift Aid to HMRC annually.
- Maintaining income and expenditure details and producing annual audited accounts for approval at the AGM;
- Reporting to each committee meeting the current "financial health" of the Society and making recommendations on any changes to fiscal policy, expenditure and/or membership subscriptions;
- Completing and submitting (with others as necessary) all statutory returns that have a "fiscal element";
- Providing a float when necessary for events at which the Society is represented;
- Being the point of contact with the bank;
- Ensuring that the "dual control" ethos for financial transactions is observed by:
 - Obtaining two signatures to all cheques in accordance with the bank mandate;
 - Suggesting various methods covering on-line banking processes and then implementing the one agreed by the committee.
- Maintaining list of members as supplied by membership secretary, taking account of GDPR regulations;
- Liaising with the Independent Examiner prior to the AGM to gain approval of the annual Final Accounts;
- Liaising annually with the Charity Commission to ensure the latest returns are submitted;
- Maintaining a copy of Annual Accounts and back-up paperwork for at least the previous 7 years.

SKILLS

- To have a working knowledge of bookkeeping/accounting practices and the ability to produce both interim and final income and expenditure accounts and balance sheets;
- To understand banking procedures;
- To gain a working knowledge of the Society's Constitution, systems and processes and be familiar with the work of the key personnel;
- To have secure password protected access to a computer and printer, and the ability confidently to use them to provide documents in Excel, Word, PDF and paper formats as required;
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be flexible.

Combination Reasons

This role can be combined with that of Membership Secretary because:

- Only one address for members' financial and membership correspondence;
- The Treasurer both banks subscriptions and receives the Bank Statement with details of membership payments;
- The Treasurer provides a financial report to each committee meeting and a list of current membership numbers/meeting attendance can easily be integrated into that report;
- The Treasure needs to keep membership details secure as per GDPR so merging the roles means only one membership database needed and thus reduce the risk of any inadvertent breaches.