

HNBC Treasurer - Job Description

Background information

The Treasurer, one of the 6 Officers of the club, is responsible for maintaining the club's financial records. This includes keeping the accounting records up to date, reporting financial information to the committee, preparing year end accounts and dealing with the financial aspects of club events and activities.

TASKS

1 Accounting records

- 1.1 Maintain a cash book listing receipts and payments, preferably on a spreadsheet.
- 1.2 Regularly reconcile the cash book to the various bank accounts and to PayPal.
- 1.3 Analyse receipts between categories including: subscriptions, shop, adverts, auction. Liaise with committee members to obtain information on bankings.
- 1.4 Where possible reference receipts to supporting vouchers and retain all vouchers.
- 1.5 Make payments by cheque, direct bank payment or cash, always supported by vouchers. Obtain a second signature or second online authorisation for all payments, retaining all vouchers.
- 1.6 Maintain relationships with banks and update the bank mandates as necessary.

2 Annual Accounts

- 2.1 At the year end (currently 30 November) prepare full accruals accounts including a Profit and Loss account and Balance Sheet.
- 2.2 The accounts to include accruals, prepayments and stock.
- 2.3 Liaise with shop organiser to produce a costed stock count at each year end.
- 2.4 Produce a file for the independent examiner with all accounting records, bank statements and vouchers to enable his review.
- 2.5 Present the accounts and file to the independent examiner by 25 December each year.
- 2.6 Present the accounts to the committee for approval.
- 2.7 Present the accounts to the AGM for approval.

3 Reports & committee

- 3.1 Provide a copy of the reconciled cash book and list of bank balances prior to each committee meeting
- 3.2 Report to committee meetings on financial matters.
- 3.3 Get involved in any events or sub groups that entail spending money.
- 3.4 Get involved in budgeting and controlling the costs of events.
- 3.5 Keep committee advised of costs of events.
- 3.6 Book and arrange payment for the hall for AGM and social meetings.

4 Auctions

- 4.1 Set up and run systems to register and record bidders.
- 4.2 Set up and run financial systems to record the sale of auction items.
- 4.3 Invoice bidders and collect money from them.
- 4.4 Distribute proceeds, less HNBC commission, to vendors.
- 4.5 Prepare a financial statement summarising the event and HNBC profit.

SKILLS AND KNOWLEDGE

Computer literacy

- Able to use email, accountancy (preferable but not essential), spreadsheet and word processing software

Administrative skills

- Be methodical, diligent and systematic
- Keep accurate and up-to-date records of financial transactions

Personal skills

- Work constructively with Membership Secretary, Shop organiser, Newsletter Editor and other bank signatories
- Answer members' queries (by phone, post or email) with diplomacy and sensitivity

TIME COMMITMENT

The Treasurer's role could take 2 – 3 hours per week.