

LLANDAFF & MONMOUTH DIOCESAN ASSOCIATION OF CHURCH BELL RINGERS

JOB DESCRIPTION: TREASURER

Responsible to: The Association Management Committee and to the membership as a whole.

Appointed by: Election at the Association Annual General Meeting.

Tenure: May not hold office for a period of more than six consecutive years without a break of at least one year.

Detailed Duties:

1. To record all financial transactions of the Association General Fund and the Bell Restoration Fund. This excludes the Branches, the 200 Club and ad hoc items or activities where only the net result is recorded.
2. To arrange for the creation and maintenance of appropriate bank accounts, ensuring that appropriate signatories are properly appointed.
3. To prepare cheques for signature, or to arrange for direct transfers of payments.
4. To report to meetings of the Association Management Committee on the financial status of the Association.
5. To prepare a set of annual accounts for all funds under his/her control, arrange for their approval by the Independent Examiners, publish them in the Annual Report, and present them to the AGM.
6. To report as necessary to the Charity Commissioners, and to ensure compliance with their regulations.
7. To issue receipts and invoices as necessary.
8. To prepare a budget for the consideration of the Association Management Committee, advise the Committee in the adoption of a budget, monitor financial transactions by comparison with the budget and report accordingly to the Committee.