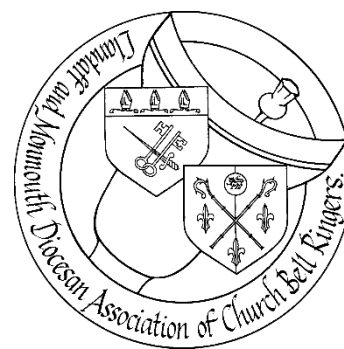


Llandaff & Monmouth DACBR



Job Description - Treasurer

Main responsibilities

Work with the Branch Committees and the Association Management Committee to prepare budgets and keep track of income and expenditure.

Maintain accurate accounting records for the Association and the Bell Restoration Fund.

Ensure the Association's assets are protected and that all financial transactions are conducted ethically and transparently.

Submit reports to the Charities Commission and ensure the Association remains compliant with their regulations.

Specific Duties

Prepare Annual Accounts for the Association and Bell Restoration Fund, arrange for independent review, and ensure they're published in the Annual Report.

Submit the Charities Commission Annual Return on time, keep their records up to date, and inform the BRF Trustees and AMC of any regulatory changes.

Work with the Branch Committees and Association Management Committee to prepare budgets and recommend for the annual subscription rates.

Track spending against budgets and provide regular reports to the AMC and Branch Committees on the state of the Association's Finances.

Advise the BRF Trustees on the financial implications of grant applications ensuring proper due diligence is completed before funds are awarded.

Manage the Association's bank accounts, maintaining a healthy balance for day-to-day expenses and placing reserves in interest-bearing account.

Support the Membership Secretary **** details to be ironed out

Ensure expenses are paid promptly and in line with agreed budgets.

Review the Association's insurance needs annually

Meetings and Deadlines

Review and process expenses claims monthly and ensure they are paid by the end of the first week of the following month.

Attend quarterly BRF Trustee and AMC meetings (one follows the other!)- currently planned for February, June, September and November each year.

Submit quarterly reports of expenditure against budget to the Branch Committees and AMC.
**deadlines with branches to be confirmed

Meet with the Branch Committees in September to help them prepare their budgets for the following year.

Review the Association's plans for the following year at the September AMC and associated spend.

Prepare the budget for the Association (to include the proposed Branch expenditure) for approval at the November AMC meeting

Report to the Branch AGMs *** format to be decided

Prepare financial statements for the Annual Report ***deadline to be confirmed

The ideal candidate:

We use online banking, so you'll need a computer and ready access to email.

We use Microsoft Excel for budgets and reporting and you'll need to be comfortable with working with spreadsheets.

In the first year, we'll be merging Association and Branch accounts, so the way we monitor finances may evolve — ***support will be available – who?

You must be at least 16 years old and not disqualified from being a Company Director.

You must be well organised, methodical, with an eye for detail, and able to set aside a small amount of time every month to keep on top of financial transactions.

A financial qualification is not necessary, but it would help if you're familiar with reading a set of accounts, and the process of preparing budgets.