

## Honorary Treasurer Role Description

### Main Duties and Responsibilities

- Maintain Excel-based cashbook of transactions for current and reserve (project fund) accounts
- Reconcile cashbook against online banking records and/or paper statements
- Provide monthly email update to committee
- Provide report for each committee meeting and attend meetings (4 times each year)
- Liaise with Ethical Investors regarding investment portfolio
- Membership
  - Receive online membership requests by email and inform Membership Secretary when payment received. Save emails where opted in for Gift Aid, as evidence of that
  - Regularly (monthly-ish) provide Membership Secretary with download of subscription transactions (could be omitted if Membership Secretary has access to online banking)
- Conservation Breaks
  - Receive online Conservation Break booking forms (BY EMAIL) and inform Trevor when payment received
  - Prior to each Conservation Break, transfer deposits to leader (electronic transfer)
  - Receive back any unspent deposits, if last-minute cancellations not replaced
  - Reimburse Trevor for Conservation Break fares (electronic transfer)
  - Reimburse Conservation Break leader food expenses (electronic transfer)
- Reimburse committee members expenses against receipts (usually electronic transfer)
- Make recommendations to committee on large expenditure items (mostly related to publications) per the Procurement Policy
- Pay invoices for Bulletin, Annual Report, Journal layout, printing and distribution (usually by cheque via other signatory for countersigning)
- Pay grants against receipts (cheque or electronic transfer)
- Claim Gift Aid
- Write 'thank you' letters to significant donors
- Answer email queries about payment of subscriptions or Conservation Break deposits
- Advise committee on funding available for projects and other capital expenditure
- Produce end-of-year accounts and treasurer's report for committee (trustees) and Annual Report
- Provide information (electronically) to Independent Examiner for approval of annual accounts
- Produce budget and recommend subscription rates for forthcoming year
- Present annual accounts at AGM

### Skills requirements

- Ability to use MS Excel or equivalent
- General accounting knowledge
- Well organized
- Good time management