
Honorary Treasurer Role Description

The Honorary Treasurer is a volunteer role responsible for overseeing the society's financial administration and supporting the committee in ensuring that funds are managed appropriately.

The role requires the postholder to be a Trustee of the Lundy Field Society and offers an opportunity to support the continued success of the Society.

Main Duties and Responsibilities

- Maintain Excel-based cashbook of all transactions for all bank accounts, reconciled to online banking records.
- Manage the Treasurers inbox, processing payment requests and responding to queries from members, suppliers, supporters and fellow trustees.
- Provide Treasurer's report for each committee meeting and attend meetings (4 times each year).
- Liaise with Ethical Investors regarding LFS' investment portfolio.
- Maintain accurate records of historic and new Gift Aid declarations from members / supporters and use these to prepare and submit Gift Aid returns to HMRC.
- Manage all payments including member expenses, invoices for services, volunteer expenses, payments of grants and publication costs – all managed through NatWest online banking portal.
- Ensure payments are made in line with the LFS procurement policy.
- Conservation Breaks:
 - Receive online conservation break booking forms by email and inform the conservation break facilitator when payment is received.
 - Prior to each conservation break, transfer deposits to the break leader.
- Write 'thank you' letters to significant donors.
- Ensure that the Society applies its resources exclusively in pursuance of its objects.
- Provide advice to the committee on financial matters including cash flow, value for money, good financial control and governance.
- Produce end-of-year accounts and treasurer's report for the LFS' Annual Report.
- Provide information (electronically) to the Independent Examiner for approval of annual accounts.
- Present annual accounts at AGM.

Skills requirements

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

Desired skills

- Qualified accountant
- Charity accounting knowledge

12 March 2026