



Treasurer Role Description

Overall Purpose of the Trustee

The Board of Trustees of Bampton Heritage and Visitor Centre (BHVC) is responsible for the management of the affairs of BHVC. It conducts its business through properly regulated meetings and follows agreed processes and procedures. It demonstrates its accountability through the publication of appropriate reports to the members and funders, and where appropriate, regulatory bodies, in addition to reporting at the annual general meeting.

The main duties of each trustee are:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

Main duties of the Treasurer

The overall role

To maintain an overview of BHVC affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. This includes being accountable Board of Trustees and being open to investigation, discussion and resolution.

Author: Rachel Macdonald

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Duties of the Treasurer

In addition to the general responsibilities of a trustee (as above), duties of the treasurer include the following.

- Responsible for day-to-day financial management. This includes:
 - Preparing floats and sales control sheets
 - Cashing up from shop and stalls
 - Banking cash and cheques
 - Maintaining the SumUp and Paypal Accounts and reconciling their use against bank statements and sales control sheets
 - Maintaining a day-to-day spreadsheet of income. Expenditure, cash flow etc
 - Maintaining stock levels for shop and stalls, ordering and storing stock as necessary
 - Issuing invoices
 - Preparing stock for stalls and maintaining stock levels in Centre
 - Ensuring security of cash both physically and procedurally
- To ensure a Financial Regulations Policy and a Reserves Policy are in place and adhered to
- To ensure records of restricted funds are maintained year on year
- Formulating and presenting budgets, accounts and financial statements
- To prepare the year end accounts for examination
- To be responsible for the maintenance of information on the Charity Commission website, including posting the annual accounts and annual report within the timescales laid down
- Working with the cooperation of the Board of Trustees, ensuring that the financial resources of the organisation meet its present and future needs
- Preparing and presenting financial reports to the Board of Trustees,
- Ensuring that appropriate day to day accounting procedures and controls are in place and adhered to
- Advising on the financial implications of the organisation's strategic plans
- Preparing and disclosing the accounts in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission
- Ensuring that the accounts are scrutinised in the manner required (independent examination and any recommendations are implemented
- Keeping the Board of Trustees informed about its financial duties and responsibilities
- Leading the BHVC fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Assisting the Chair to facilitate the board of trustees in stimulating excellent, well rounded and carefully considered strategic decision-making.

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Person specification

In addition to the person specification for a trustee.

While it is not necessary for the treasurer to be a fully qualified chartered accountant the following skills/ experience are necessary

- Experience of formulating and managing budgets
- Experience of handling money (cash and other methods)
- Experience of simple bookkeeping
- Experience of fundraising or writing business cases
- The skills to analyse proposals and examine their financial consequences
- Being prepared to challenge and make unpopular recommendations to the Board
- A willingness to be available for advice and enquiries on an ad hoc basis
- Good communication skills
- Ability to scrutinise board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives

Time Commitment suggested

- 1 day per week plus attending all Board meetings
- Be available to attend both Volunteer and public events

Location

Mainly in Bampton and its environs, although some travel may be required for meetings, networking and visiting other organisations

Main point of contact /supervision

As a Trustee, the Volunteer Treasurer will report to the Governing Body and the Volunteers as with all other Trustees' roles.