

# WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

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## **ADDITIONAL JOB DESCRIPTION: TREASURER**

*In addition to the general responsibilities for all Trustees, the Treasurer also has specific responsibilities.*

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### **RESPONSIBILITIES**

The overall responsibility of the Treasurer is to ensure the Society's financial viability, the maintenance of proper financial records and appropriate financial procedures. The Treasurer is expected to take a "hands on" role in the day to day finances of the organisation, the preparation of the budget, the monitoring of spending and income against budget, the maintenance of a positive cashflow and the preparation of the annual accounts. In particular, the Treasurer is responsible for:

1. Liaising with the Director and other senior staff to prepare the annual budget and presenting it to the Board of Trustees for approval
2. Advising on the financial implications of the Society's strategic plans
3. Preparing the annual accounts, liaising with the Society's auditors during the audit and presenting them to the Society's Annual General Meeting.
4. Providing the financial contents to the Annual Report
5. Preparing all the statutory returns in connection with the annual accounts
6. Ensuring that the accounts are prepared and disclosed in the form required by the Charity Commission
7. Ensuring that the accounts are audited and any recommendations are implemented
8. Monitoring the Society's investments, liaising with the Society's Fund Managers and reporting to the Board of Trustees on a quarterly basis
9. Ensuring that the Society has appropriate liquidity
10. Monitoring reserves to ensure that they are appropriate for the Society's needs and reporting to the Board of Trustees on a quarterly basis
11. Preparing and presenting general financial reports to the Board of Trustees
12. Ensuring that appropriate accounting procedures and controls are in place
13. Liaising with staff and volunteers about financial matters
14. Ensuring the Society's compliance with current relevant legislation
15. Contributing to the fundraising strategy of the Society.

### **PERSON SPECIFICATION FOR A TREASURER:**

*The skills, experience and qualities that are expected from the Treasurer.*

All Trustees should be able to demonstrate basic qualities of commitment and integrity; the Treasurer should demonstrate additional skills, including experience of financial management appropriate to the size and complexity of the finances of the Society:

- i. Recognised accounting qualifications and experience
- ii. Experience of charity finance
- iii. The skills to analyse proposals and examine their financial consequences
- iv. A preparedness to make unpopular recommendations to the Board of Trustees
- v. A willingness to be available to all staff for advice and enquiries on an *ad hoc* basis.