

Shropshire Union Canal Society

Role Description

Role	Assistant Treasurer (Bookkeeper)		
Author	IH	Date	17 September 2022

Summary

The role of the Assistant Treasurer is to maintain accounting records using a provided automated accounting system and to provide financial summaries and reports as required

Overall responsibilities

1. Banking, bookkeeping and record keeping.
2. Compiling reports and summaries as required.
3. Recording financial and fixed assets, stock and long-term creditors (Life Members).

Specific duties

1. Banking, bookkeeping and record keeping:
 - Manage and reconcile Bank Accounts
 - Set up appropriate systems for Book-keeping to record all receipts and payments, making deposits and providing petty cash
 - To use automated accounting software to maintain records and produce reports as required.
 - To use online banking
 - To be a signatory on all Trust bank and investment accounts.
 - To prepare accounts for inspection, for the Society's accountants and for inclusion in the Society's annual report.
2. Compile reports and summaries as required:
 - To use automated accounting software or other means to produce reports as required
 - To prepare accounts for inspection, for the Society's accountants and for inclusion in the Society's annual report.
3. Record financial and fixed assets, stock and long-term creditors (Life Members):
 - To ensure proper records are kept
 - To re-evaluate the Society's financial assets as required
 - To apply annual depreciation fixed assets as required.

Reports to

- Treasurer and Council if required.

Consults with

- Treasurer
- Restoration Project Manager and other project and activity leaders
- Other Trustees as required.

Nature of role

- The role is voluntary and not remunerated
- The holder need not be a Trustee (Council Member)
- Time commitment is 4 to 6 hours per week, occasional attendance at Council meetings in person or via Zoom and liaison with to the accountants as required. The role can be performed from home.

Desired skills and experience

- Have an orderly and methodical way of thinking
- Experience of book and record keeping
- Have financial qualification or experience
- Have good communication skills
- Have an eye for detail
- Be able to work with figures and handle cash
- Have the ability to recommend actions.