

## Shropshire Union Canal Society Role Description

Role	Treasurer		
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### **Summary:**

The role of the Treasurer is to maintain an overview of the Trust's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. This key leadership role is central to the efficient day-to-day running of the Trust and to achieve its future aims. The Treasurer acts as a reference point for the Chairperson and other Board members.

### **Overall responsibilities:**

1. General financial oversight.
2. Financial planning and budgeting.
3. Strategic financial planning and policy.
4. Financial reporting.
5. Banking, bookkeeping and record keeping.
6. Control of financial and fixed assets, stock and long-term creditors (Life Members).

### **Specific duties:**

1. General financial oversight:
  - To prepare and present accounts and financial statements to the Board
  - To liaise with designated members about financial matters
  - To ensure that appropriate accounting systems and controls are in place
  - To ensure compliance with relevant legislation
  - To ensure the recommendations of the auditors are implemented
  - To ensure the Trust does not exceed any limits laid down by the Bank
  - To ensure that record-keeping meets the legal conditions of statutory bodies.
2. Funding, fundraising and sales:
  - To advise on the Trust's fundraising strategy
  - To ensure use of funds complies with the conditions of the funding bodies
  - To ensure fundraising and sales comply with relevant legislation and are bound by effective financial systems and controls
  - To ensure effective monitoring and reporting.
3. Financial planning and budgeting:
  - To contribute to the preparation of budgets for new and on-going work

- To advise on the financial implications of strategic and operational plans
- To present revised financial forecast based on actual spend.

#### 4. Financial reporting:

- To present regular reports on the Trust's financial position
- To prepare accounts for inspection and liaising with the accountant as required
- To present accounts at the Annual General Meeting
- To advise on the Trust's reserves and investment policy and compliance with Charity law
- To prepare the Society's annual report to allow annual returns to Companies House and The Charity Commission to be made on time.

#### 5. 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.

#### 6. Control of 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

#### 7. Other:

- To chair meetings of the Finance Sub-Committee if established
- To sit on appraisal, recruitment and disciplinary panels as required.
- To arrange appropriate insurance cover for the Society's projects and activities
- To compile and submit Gift Aid Claims.

#### **Reports to:**

- Council and day to day to the Chair.

#### **Consults with:**

- Fundraisers
- Restoration Project Manager and other project and activity leaders

- Membership Secretary
- Other Trustees as required.

**Nature of role:**

- The role is voluntary and not remunerated
- The holder should be a Trustee (Council Member)
- Indicative time commitment is up to 8 hours per week, attendance at Council meetings in person or via Zoom and a visit to the Accountants at least once a year. The role can be performed from home.
- The Society may appoint an assistant to share responsibility or functions can be shared within a finance committee but it is essential that the treasurer retains an overview and co-ordinating role
- Those duties marked \* can be delegated to an Assistant Treasurer or outsourced to a commercial body.

**Desired skills and experience:**

- Have an orderly and methodical way of thinking
- Experience of financial control and managing Budgets
- Have financial or managerial qualification or experience
- Have good, proactive communication skills
- Have an eye for detail
- Be able to work with figures and handle cash
- Have the ability to ensure decisions are taken and followed up.