

## **2024 Job Description for Honorary Treasurer, Friends of Victoria Hospital Wimborne.** Charity Reg. No. 299230

### Role:

The treasurer is a key member of the executive team, attending its regular meetings, and providing effective governance and oversight of the charity's financial affairs, while sharing responsibility for the same with all trustees of the charity. The treasurer follows accepted best practice, involving proper processes and procedures and ensures the charity's economic viability and the legal and constitutional conduct of its finances.

### A. Treasurer's tasks:

Chair of the charity's Finance Sub-committee

Policies on Deposits and Investments

\*\* Payroll of Shop staff (inc. PAYE and NEST pensions)

Liaison with investment adviser (if applicable)

Liaison with cash management service (if applicable)

Quarterly Financial Reports to the trustee body, and more frequent information or consultation where appropriate

Legacies [tracking first knowledge and receipts]

- VAT – quarterly returns

Annual audit, liaison with auditors

Liaison with Chair over drafting Annual Report

Annual Report to the AGM of the charity

Submission of Annual Report and Accounts to Charity Commission

- Claims for Gift Aid [probably quarterly] and Retail Gift Aid [annual]

*Regular banking at Barclays plc:*

Shop a/c: receipts record/payments [posted to integrated software]

Current a/c: receipts / payments [posted to integrated software]

Deposit a/c: receipts / transfers [posted to integrated software]

Monthly bank reconciliations

Monitoring other Deposit accounts, tracking receipt of interest

[posted to integrated software]

Liaison with Secretary over Members' subs received and acknowledged.

Liaison with Secretary over Donations and In Mem donations received and acknowledged.

### B. \*\* Support will be available to the Treasurer in the following area:

Outsourcing Payroll of Shop staff (inc. PAYE and NEST pensions) to accountants

### C. \* Support may be available to the Treasurer in the following areas:

Claims for Gift Aid [quarterly] and Retail Gift Aid [annual]

Support from accountants or others with VAT Return

Although demands on the Treasurer's time fluctuate widely, one could expect to deal with the whole job on an **average** basis of 6h per week.