



HAMPSHIRE ARCHIVES TRUST

Treasurer - Role Summary

- Be responsible for the financial management of the Trust.
- Oversee the financial affairs of the Trust and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Main responsibilities of the Treasurer

- Bank and issues cheques, receipts, bills and general cash management of the Trust, ensuring they are legal, constitutional and within accepted accounting practice.
- Produce an annual budget, monitor it throughout the year and present it as a written Treasurer's report (balance sheet, cash flow, fundraising performance etc) for each meeting of the Board of Trustees/ Executive Committee
- Prepare an annual set of accounts for the year end and present these accounts to audit, sign-off and approval by the Board of Trustees/ Executive Committee prior to the Annual General Meeting. Present the annual accounts to the Annual General Meeting.
- Liaise with the external examiner.
- Submit the Charity Commission Annual Return to their required time-scale.
- Calculate and reclaim gift aid on membership subscriptions and donations.

- Pay staff salaries (if appropriate) and any other valid remunerations or expenses incurred by Trustees or members of the Trust, as appropriate.
- Manage all funding arrangements and seek additional bids to ensure the continuation of the Trust.
- Assist the Chair and Secretary in general aspects of the running of the Trust.
- Liaise with relevant trustees, staff and/or volunteers to ensure the financial viability of the Trust.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data for them.
- Ensure proper records are kept.
- Ensure effective financial procedures and controls are in place (cheque signatories, purchasing limits, purchasing systems, petty cash/float, salary, pensions, PAYE and NI payments (if appropriate)).
- Appraise the financial viability of plans, proposals and feasibility studies.

Qualities of the Treasurer

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management
- Good financial analysis skills
- Able to communicate clearly