

Role Specification Document: Nominations Committee of Q&B - Mar 2020

Post Title:	Treasurer/Assistant Treasurer.
Outline role description	<p>Manage finances of the Group and ensure compliance with the law. To start as assistant treasurer and develop to replace treasurer</p>
Main responsibilities:	<ol style="list-style-type: none"> 1. Maintain awareness of overall financial situation and keep trustees apprised in a timely manner. 2. Receive income, make payments, make entries in accounting software and record evidence of transactions. 3. Reconcile accounts against bank and Paypal accounts. 4. Provide cash flow forecast and reports to Management Committee. 5. Complete and submit Gift Aid submission to HMRC at regular intervals 6. Insure insurance is regularly reviewed and renewed as needed. 7. Create the end of year account, liaise with Independent Examiner. 8. The treasurer will act as a trustee of Q&B - see 'The Essential Trustee' https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do. 9. Act as an Officer of Q&B making decisions with the other officers. 10. Participate in Officers' teleconferences. 11. Attend Management Committee Meetings.
Qualities, skills and experience required:	<ul style="list-style-type: none"> • Attention to detail and task completion • Ability to present an overall financial picture • Good desktop and online computing skills (will need to use Excel, a password manager, an online document manager, Triodos online banking, Paypal and other online sites). • Formal experience in book keeping or accountancy would be very helpful. However, the willingness to learn and teach new skills and a problem-solving mindset are just as important

Member/Attender requirement:	No, but sympathy with Quaker values and appreciation of the value of simple systems are essential
Knowledge of Quaker Business Method:	Desirable, can be learnt
Time requirement:	<p>Specific- varies through the year. Monthly accounts, annual report and account of financial position of projects and conferences. Several hours a month, more at peak work load.</p> <p>General – the aim of the post is to have 2 finance officers (as recommended by the charity commissioners).</p> <p>Their appointments need to be out of synch, so that the Treasurer leads and trains the assistant, who then replaces the Treasurer after about 2 years.</p> <p>A 4 year commitment would be ideal.</p>