

Role Specification Document : Nominations Committee of Q&B

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| Post Title: | Treasurer |
| Outline role description (1 sentence) : | Manage finances of the Group and ensure compliance with the law. |
| 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 6. Create the end of year account, liaise with Independent Examiner. 7. Maintain online customer accounts for suppliers. 8. As a member of the Management Committee, act as a trustee of Q&B - see 'The Essential Trustee' www.charity-commission.gov.uk/Publications/cc3.aspx for responsibilities of trustees. 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 Accountz accounting software, Joomla CMS, Excel, Dashlane password manager, Box online document manager, Triodos online banking, Paypal and other various online sites). |
| Member/Attender requirement: | |

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| Knowledge of Quaker Business Method: | |
| Time requirement: | |