

# Treasurer Role Description

**Role Summary** As Treasurer you will be the steward of the committee's finances. You will be responsible for the day to day financial record keeping and reporting.

Importantly you will need to ensure that the financial activities of the committee are directed towards our charitable activities. This will involve supporting the committee with budgeting for their activities.

**What's in it for you** You will have the opportunity to make a difference for horses and people in your local area. You will be meeting new people and building financial skills and confidence for yourself and others.

**Main duties and responsibilities** You will have responsibility for the efficient financial management of the committee, in accordance with the Society's financial regulations, this will involve:

- Managing income and expenditure for the committee including cash handling.
- Banking including acting as a bank signatory and ensuring there are sufficient unrelated bank signatories.
- Keeping financial records for the committee.
- Prepare quarterly and annual financial reports for your committee and headquarters.
- Supporting the committee to prepare annual budgets and monitor finances against these.
- Where appropriate applying for and managing grants and external funding.

**Skills and Knowledge** Essential

- Basic accounting/book keeping skills

Desirable

- Experience of volunteering
- Experience of charity finances
- Experience of fundraising or managing grants

**Training and Support** Your Chairman and Regional Development Officer/ Director will be there to support you throughout your role. You will receive training, guidance and support from our Finance Department at headquarters.

We will also match you with a volunteer mentor who will be or have been a Treasurer who can give you support and advice.

**Resources** You will need access to a computer with email access and Microsoft Office. You must be willing to receive email, telephone and written correspondence from the BHS and committee volunteers.

**Your Commitment** We ask all our Treasurers to commit to a minimum of one year term. You will need to commit a minimum of 1 day a quarter to prepare financial records and attend meetings. Due to the nature of the role you will need to be available between meetings to manage the income and expenditure of the committee and respond to queries from HQ.

**How do I get involved?** Complete an enquiry form and your Regional Development Officer/Director or Chairman will contact you to discuss the role.

**Notes** You will be required to provide references who can comment on your suitability to manage finances.

No one who has been disbarred under the Companies Acts from holding office as a company director, or anyone convicted of fraud may serve in this position.