



Abney Park Trust - Treasurer Job Description Autumn 2022

The role does not require a formal finance qualification, although experience and familiarity with good financial management and numeracy are required.

The role of the Treasurer of Abney Park Trust (the Trust) is to:

- 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 policies and procedures are in place.
- Monitor and report on the financial health of the Trust, including at bi-monthly Board meetings and at the annual AGM.
- Oversee the production of necessary financial reports/returns, accounts and audits.

Specific tasks that the Treasurer should carry out are:

- Liaise with our two staff, board members and/or volunteers to ensure the financial viability of the Trust.
- Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at board meetings - currently every other month.
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Review the Financial Policy as and when required.
- Appraising the financial viability of plans, proposals and feasibility studies.

- Lead on appointing and liaising with the independent examiner

Ensure proper records are kept and that effective financial procedures and controls are in place, for example:

- Cheque signatories
- Purchasing limits
- Purchasing systems
- Petty cash/float
- Salary payments
- Pensions
- PAYE and NI payments

Oversee our two staff to ensure that bookkeeping and other financial tasks are completed correctly.

The Treasurer should:

- Have knowledge and experience of, or be willing to upskill and take the lead on, current finance practices relevant to voluntary and community organisations.
- Have experience in running a budget and/or knowledge of financial management.
- Be computer literate and capable of picking up easy-to-use software such as Sage Business Cloud Accounting, PayPal, iZettle, Ticket Tailor and CAF Donate.
- Have good financial analysis skills.
- Have the ability to communicate clearly.
- Be a team player happy to work with staff and Trustees and alongside council officers.

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