

## **JOB SPECIFICATION**

### **HONORARY TREASURER – ESSEX ASSOCIATION OF CHANGE RINGERS**

#### **DUTIES**

##### **Financial Records**

To maintain the Association's financial records including cash books and bank accounts.  
To prepare monthly bank reconciliations and analyses of receipts and payments.  
To bank cash and cheques received, make cheque payments and bank transfers, issue receipts.  
To split interest received between relevant funds.  
To keep the bank mandate up to date.  
To review the analyses of bankings from the Districts, enter them into the cash book. To ensure that these are received promptly.  
To maintain stock accounts and records of grants, liaison with bookstall and Peal Secretary.  
To record expenses paid to Trustees.  
In conjunction with the Property Trustees, to maintain a record of the Association's fixed assets.

##### **Membership**

To keep the membership records up to date and maintain gift aid records for subscriptions and donations.  
To reconcile membership with subscriptions received.  
To liaise with District officers as required and deal with any queries.

##### **Charity Commission**

To prepare the Annual Return and accounts details and submit within the time limit.  
To advise of rule changes.  
To obtain Charities Act declarations from all Trustees and maintain the register.

##### **Accounts**

To keep up to date with statutory and other regulatory requirements.  
To prepare interim accounts at 31 August for the October Committee Meeting.  
To prepare annual accounts at 31 December for independent examination, including a report on those accounts for the Trustees' Report.

##### **District**

To liaise with District officers on membership, gift aid, accounting and other queries.  
To issue year end accounts forms to Districts and reconcile completed forms with District banking details.

##### **Ringling World**

To maintain a record of advertisements to ensure that the balance on the account is kept in credit and that our account is correct.  
To reconcile the quarterly statement from the Ringling World.

##### **Other**

To prepare and submit gift aid tax claims, correspondence with HMRC as necessary.  
To promote gift aid and Association fund raising activities, print gift aid envelopes.  
To attend Association and District functions where possible; in particular Committee Meetings, Annual Dinner, Striking Competition, Annual District Meetings, Annual General Meeting and Ringing Course.  
Look after the Association insurance (handbells, personal liability and third party, etc.) and deal with queries and claims.  
Liaison as required with other Association officers.  
General correspondence as required.  
Order receipt books, badges, etc. as required.  
Review the Web site and keep the Webmaster informed of relevant changes.

## **REQUIREMENTS**

### **Technical knowledge**

It is essential to have a good working knowledge of accounts and accounting procedures although a formal qualification is not essential.

The candidate should be computer literate. A good working knowledge of Microsoft Excel and Word is recommended.

### **Written communications**

Good written communication skills are essential as it will be necessary to prepare reports for the Committee and correspond regularly by letter, email and telephone.

### **Planning and organisation**

The candidate also needs to be well organised as there are tight deadlines to be met, particularly with the year end accounts.

### **Teamwork**

Good teamwork is required in order to promote good liaison with Districts and other Association officers.

### **Training**

If requested, full support will be available from the current Honorary Treasurer.