



Treasurer role description

The Treasurer manages the charity's finances, working closely with the trustees, who have the formal responsibility for the accounts, and the management committee. The Treasurer will join the management committee.

As a small charity, Herts Welcomes Refugees produces simple cash receipt and payment accounts, subject to independent examination rather than audit, and there is no requirement for the Treasurer to have accounting qualifications or experience.

However, previous experience of charity finance and reporting requirements would be an advantage. The accounting records are set up in Excel, and the Treasurer's role requires some familiarity and a readiness to work with an Excel database. There will be a handover period working with the current Treasurer on both day to day activity and the preparation of the accounts for 2024.

The Treasurer's role covers the following areas:

Payments and financial records

Manage the charity's bank accounts and maintain the formal payment records and supporting documentation. Receive and approve payment requests and set up payments for dual authorisation. Enter the receipts and payments into the accounts database.

Reports

Produce reports from the database for the management committee and the trustees, and to support applications for grants and subsequent reporting.

Accounts

Prepare the formal annual accounts, working with the trustees, and manage the process of external examination. Prepare and present the treasurer's annual report.

For further information please contact Treasurer@hertswelcomes.org.uk

October 2024