

The role responsibilities

As AHFAP Treasurer you will manage the three bank accounts (Main, Savings and Bursary) and PayPal account – making payments, recording income, issuing refunds and moving money. You will also be responsible for maintaining all the accounts and services that AHFAP needs to function (annual insurance/WebCollect/TSO Host/GoDaddy/Google Drive). You will work closely with the Membership Secretary to record membership income into the bank/PayPal accounts and monitor conference ticket sales income, updating WebCollect to confirm receipt of funds.

The Treasurer produces some simple financial records for an accountant, who will produce an annual financial report, presented at the following AHFAP AGM and submitted to HMRC.

The Treasurer needs a good understanding of AHFAP finances, appreciating all the income and expenditure of the organisation to ensure that the operation remains largely cost neutral.

Benefits of this role

The Treasurer is a key member of the committee and the postholder makes a valuable contribution to the functioning of the organisation. New ideas and innovations are always welcome!

Becoming Treasurer is a great opportunity to make connections with colleagues and commercial members in the heritage sector. You can also learn new skills and take advantage of any new opportunities.

Committee meetings are hybrid and we welcome nominations from outside London. Travel expenses for meetings/conference are covered by AHFAP.

The ideal candidate

Some basic financial and record keeping abilities would be beneficial but not essential, be aware that the new financial year coincides with membership renewals so April onwards can be a busy time.

Please feel free to contact treasurer@ahfap.org.uk to arrange a Teams or in-person meeting to discuss the role further.

In Summary

- Managing bank and PayPal accounts.
- Maintain AHFAP accounts and services.
- Financial control and responsibility.
- Organised and timely procedures.