

BRENTWOOD SCHOOLS CHRISTIAN WORKER TRUST

Role Description for Treasurer

The overall role of the Treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

Responsibilities of Role

1. Overseeing and presenting budgets, accounts and financial statements and obtaining approval for these, where necessary, from the Trustees.
2. Working with Trustees to ensure that the financial resources of the organisation meet its present and future needs.
3. Working with Trustees to ensure that the charity has an appropriate reserves policy.
4. Preparation and presentation of financial reports to the Trustees.
5. Ensuring that the proper accounting procedures and controls are in place.
6. Advising on the financial implications of the organisation's strategic plans.
7. Ensuring that the organisation's equipment and assets are adequately insured.
8. Ensuring that the accounts are prepared and disclosed in the form required by funders relevant statutory bodies e.g. the Charity Commission, and / or Registrar of Companies.
9. If external scrutiny of accounts is required, ensuring that the accounts are presented in the manner required and any recommendations are implemented.
10. Keeping Trustees informed about their financial duties and responsibilities.
11. Making a presentation of the accounts to the Annual Celebration meeting and drawing attention to important points in a coherent and easily understandable way.
12. Attending approximately bi-monthly Trustee meetings and also the other occasional formal meetings / events held throughout the year.

Duties of Role

13. Monthly: - (*4 hours per month*) Post donations and other receipts onto Sage from bank statements: Make BACS payments against supplier invoices as provided by the admin office: Post payments of suppliers onto Sage: Pay staff expenses as requested by director using BACS payments: Post staff expenses onto Sage: Process payroll letter from Stewardship onto sage: Download pension payment report from the NEST website: Reconcile bank statements against the Sage bank statement: Carry out journal entries on Sage regarding restricted and unrestricted funds as per the budget: Produce various financial reports from Sage and pass to Trustees.
14. 3 monthly: - (*1 hour per 3 months*) Produce gift aid report from Sage: Reclaim gift aid on HMRC website: Prepare newsletter report.
15. Annually: - (*7 days*) Prepare budgets: Present budget to Trustees for approval: Update budget figures on Sage: Send thank you letters to all donors using Sage

mail merge: Remind donors of their responsibilities re gift aid declarations and tax implications: Review and renew Office Insurance and Trustee Liability Insurance: Reallocate Mulberry Trust fund to relevant accounts as per director's report: Prepare Annual Accounts: Liaise with Independent Examiner (IE): Present and obtain approval of accounts from the Trustees: Present approved accounts to IE for signing: Liaise with Director and Trustees in the combining of accounts with the Directors Report and Trustees report: Post annual accounts onto Charity Commission (CC) website: Update Trust details on CC website: Carry out year end process on Sage.

16. As required: - Update Sage with information received from doors i.e. gift aid status, change of address etc.: Process CAF vouchers on the CAF website: Assist employees with the myePayWindow facility: File all relevant reports and paperwork etc. in the accounts folders in an organised way for inspection by the IE.

Tasks Carried Out by Others

These tasks link in to the Treasurer's role but are undertaken by others.

17. Cash banking and receipt acknowledgements are currently undertaken as necessary by the Administrator.
18. Stewardship Services payroll – processing Stewardship Services data, as submitted by them including verification of the HMRC P35 Employer Annual Return submission. Currently monitored by Christine Drew.
19. Monitoring the organisation's investments and ensuring its consistency with the organisation's policies and legal responsibilities. [Chair of Trustees]
20. Ensuring the organisation's compliance with legislation. [Chair of Trustees]
21. Contributing to the fundraising strategy of the organisation.
22. Payment of monthly Staff pension contributions to NEST Corporation. [Stewardship]

Essential Qualities of the Treasurer

23. A godly Christian character.
24. Experience in the use of Sage or other appropriate accounting software [please advise what you are experienced in]. Alternatively, a willingness to undergo a training course (which would be paid for by the Trust) and / or training with Peter to acquire such experience.
25. A working knowledge of accounting.

Desirable Qualities of the Treasurer

26. Financial qualifications and experience.
27. Some experience of charity finance, fundraising and pension schemes.
28. The skills to analyse proposals and examine their financial consequences.
29. A preparedness to make unpopular recommendations to the Trustees.

Revised July 2021 and agreed electronically.

To be formally ratified at the September 2021 Trustees Meeting.