**Treasurer**

**Purpose of the Role**

The Treasurer oversees the finances of SHCG by processing payments and invoices promptly and keeping SHCG’s accounts. Tasks include:

* Maintaining Co-op, GoCardless, HMRC and PayPal accounts and keeping details updated
* Regularly updating digital cashbook (currently an Excel spreadsheet) with payment (expenditure) and receipt (income) referencing system
* Maintaining a paper audit trail for all income and expenditure
* Conducting monthly bank reconciliations
* Processing purchase orders and invoices from suppliers
* Issuing invoices to members for attendance at conference and seminars
* Banking cheques – *there has been an ongoing effort since 2014 to phase these out*
* Liaising with external accountant and arranging for annual Independent Examiner’s Reports to be conducted in advance of AGM and annual audits/charity returns
* Filing Gift Aid declarations and arranging submission of claims
* Liaising with Membership Secretary over subscriptions, GoCardless payments and Gift Aid
* Liaising with Conference and Seminar Organisers over fees and expenses
* Analysing income and recommending increases in any income generation as required
* Analysing regular expenditure to ensure that suppliers are continuing to offer value for money
* Engaging with the work of SHCG and responding to requests for consultation, reading and commenting on proposals from other Trustees.

**Person specification**

* A member of SHCG (individual or institutional) – it is not necessary to have served on committee beforehand
* Able to attend Trustee meetings 3 times a year (attendance and travel = 1 day)
* Organised, with an eye for detail
* Good communication skills – liaising with all Trustees is essential
* Able to check accounts regularly and commit one day per week to the role during busy periods
* Confident with using Microsoft Excel and Word
* Confident with using online banking systems and online payment systems, e.g. Co-op, EventBrite, GoCardless, PayPal

**Impact**

* Ensure SHCG reserves and income are used for the benefit of our Membership, including potentially offering a bursary scheme for CPD;
* Support Conference Organisers to deliver a value-for-money offer and increase attendance at the annual conference.

**Support**

* Drafting of conference costs to be conducted by Conference Organisers – Treasurer to then agree costs and pay balances accordingly
* Chasing of membership fees by Membership Secretary and promoting BACS payments (institutions) and GoCardless direct debits (individual members)
* Fundraising to ensure everyday costs are covered should membership income decrease
* Work with the Chair to monitor budgets set and ensure over-spending does not occur.