**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; conducting monthly bank reconciliations
* Maintaining a paper audit trail for all income and expenditure
* Processing purchase orders and invoices from suppliers and issuing invoices for SHCG activities
* Liaising with external accountant to arrange for annual Independent Examiner’s Reports of the accounts in advance of AGM and annual charity returns
* Filing Gift Aid declarations and arranging submission of claims
* Analysing income and recommending increases in any income generation/expenditure 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 good attention to detail
* Good communication skills, for liaising with other Trustees
* Able to check accounts regularly, and able to commit approx. half a day per week to the role during busy periods (usually less is required, particularly if accounts are checked and records updated regularly)
* This role involves frequent use of Google drives, Excel, Word, and online banking and payment systems, e.g. Co-op, EventBrite, GoCardless, PayPal, so confidence using these would be helpful.

**Impact**

* Ensure SHCG reserves and income are used for the benefit of our Membership, including offering Hardship Memberships and potentially offering a bursary scheme for CPD;
* Support Conference Organisers to deliver a value-for-money offer and increase attendance at the annual conference;
* Ensure SHCG complies with its duties as a registered charitable incorporated organisation

**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
* Fundraising to ensure everyday costs are covered should membership income decrease would be supported by Chair and other committee members
* Work with the Chair to monitor budgets set and ensure over-spending does not occur
* Work with the Membership Secretary to gather information for Gift Aid submissions, and manage GoCardless payments.