

Treasurer Role

The annual accounts are prepared via XERO so a working knowledge of this software is preferred but not essential. Given that the annual accounts are prepared and submitted to Companies House some qualification and experience of the preparation of statutory accounts is preferred. As a minimum preparation of accounts to Trial Balance is required.

Ongoing Accounting Work

1. Ensure all expenses are checked and paid in a timely manner
2. Ensure all invoices for services are paid.
3. Adhere to authorisation guidelines for payments for the above
4. Continually work to improve the banking and payments processes to ensure these are streamlined and made efficient.
5. Ensure any petty cash is distributed and reconciled during the festival day
6. Ensure all cash from the buckets are collected and counted and banked in a timely manner
7. Create, with the assistance of other members, the budget for the current year's Recovery Festival Event.
8. During the current year provide a monthly ongoing view of the cash spent to date versus the budget and also Latest View. Distribute this to all committee members for review
9. Provide the relevant paperwork to 3rd parties for donations eg Invoices and receipts
10. Ensure that the Bank account is visible and reconciles back to the monthly accounts
11. Support the chair by providing a sounding board for new ideas generation, setting up and streamlining processes etc.
12. Provide ad hoc support where needed, eg in the organisation of Insurances etc.
13. Be the key point of contact to third parties and members for all money related queries and issues.
14. Reconciliation of the XERO bank account to the Barclays bank account.
15. Preparation of the XERO monthly accounts ensuring all invoices and receipts are reconciled and attached to each posting in the bank
16. Main point of contact for the Barclays bank account, HMRC (and Companies House).
17. Submission of the annual accounts to Companies House as well as the annual Community Interest Company report. (This job could be undertaken as a separate role, if the treasurer in post does not have sufficient experience for this).

On the Day of the Festival

1. Organise the petty cash and ensure all petty cash given is tracked and accounted for
2. Ensure cash from the buckets is counted and collected for the bank deposit
3. Before leaving the venue at the end of the day, write down any tips and learning points from the day, what went well and what didn't, so that it is easy to collate the feedback later.