



TREASURER ROLE DESCRIPTION

Main responsibilities

- Prepare charity commission approved accounts for BAACIO
- Maintain finance policies in line with charity commission guidance.
- Update financial procedures and inform trustees of new procedures
- Prepare income and expenditure accounts for trustees bimonthly meetings
- Prepare financial report and information in co-ordination with an external accountant for the AGM annually , so accounts can be audited
- Prepare and manage budget for AGM and a financial report

Detailed duties

- Manage bank transactions regularly
- Manage supplier invoices and payments
- Manage rents received and keep the secretary and lettings officer informed
- Manage any debtors and keep trustees informed
- Keep hard copies and electronic copies of all invoices, petty cash receipts and money received
- Keep all banking information, cheques, payments books etc safely
- Liaise with the external accountant to ensure all accounts are Charity Commission compliant
- Receive and log all shop and plant sales (from the day book) including stock updates
- Produce budgets and monitor regularly
- Ensure there are enough reserves to meet known issues on the allotment site
- Inform trustees of any concerns on any unauthorized transactions
- Keep supplier information updated

Recommended skills

- Attention to detail
- Spreadsheet experience
- Accountancy awareness
- Get on with people

*Reviewed
Cristina Rivas Graves
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