

## **South West Fed Role Description – Honorary Treasurer**

### **Main Tasks and Responsibilities**

All South West Fed Board members are required to act as charity trustees and company directors, responsible under the Companies Acts and the Charities Act for the day-to-day management and administration of the Charity, agreeing to be registered at Companies House and the Charity Commission accordingly.

1. To arrange and operate safe and efficient arrangements for dealing with the financial matters of the Charity, including the keeping of records of all financial transactions, the arrangement of banking facilities and the completion of the Charity's annual accounts (whether audited or unaudited in accordance with applicable law) in accordance with the requirements of the Companies Acts, the Charity Commission and any similar/applicable organisations/law. This includes supporting the processing of the Charity's membership through production of invoices and banking of fees as required (a mostly self-generated digital process with only occasional manual responses required).
2. To prepare in accordance with applicable accounting standards and submit to the Charity's Auditor for the appropriate level of examination and approval, the Charity's annual accounts within 30 days of the end of the Charity's financial year.
3. Following Auditor examination and approval of the Charity's accounts, to ensure that the approved accounts are:
  - a. filed at Companies House in the appropriate form and in accordance with applicable deadlines;
  - b. filed with the Charity Commission in the appropriate form and in accordance with applicable deadlines (together with/as part of (as applicable) the accompanying Annual Report – see point 4a below);
  - c. filed with HM Revenue & Customs and any other relevant authority in such form and in accordance with such deadlines as may be required under applicable law; and
  - d. made available for member approval at the Charity's Annual General Meeting as required by the Charity's Articles of Association.
4. In conjunction with the Charity's Minutes/Company Secretary and/or the Charity's Auditor (as required), to prepare and file with the Charity Commission, in the appropriate form and in accordance with applicable deadlines:
  - a. the Charity's Annual Report; and (separately)
  - b. the Charity's Annual Return.
5. To promptly assist the Charity's Minutes/Company Secretary by providing such financial/accounting information as the Secretary may require in order to file the Charity's annual return at Companies House in accordance with applicable deadlines.
6. To prepare in conjunction with the Charity's Board an annual financial budget at the commencement of each financial year.

7. To prepare a written report for the Charity's Board each time it meets setting out the financial position of the Charity at that time (approximately four meetings a year).
8. To be a joint signatory with the Chair and Vice Chair (or other designated officer) for payments from the Charity's bank accounts.
9. To advise the Charity's Board on other financial matters as may be required.
10. Arrange and maintain such insurance cover as the Charity's Board may determine is required by the Charity from time to time.
11. To assist in the preparation of grant applications to any organisations in pursuit of the Charity's objectives. To be responsible for administration of income and expenditure of any financial grants received. To ensure that application is made for income due as a result of grant money being awarded to the organisation and ensuring (in conjunction with the wider Board) that any conditions applied by the grant making organisation are complied with.

#### **Skills, experience and outlook required**

1. The ability to draw up and manage budgets
2. The ability to understand accounts and other financial documents and to explain and present them to others
3. Experience of using online banking and of managing a society or similar group's financial systems
4. A commitment to the SW Federation of Museums & Art Galleries and to its compliance with all applicable accounting standards and company and charity law.

**Please also refer to the separate "Generic Role Description" document as regards the Charity's mission, governance and general trustee/director expectations and duties.**

**March 2019**