

South West Fed Role description – Treasurer



Main tasks and responsibilities

1. To arrange and operate safe and efficient arrangements for dealing with the financial matters of the Federation, including the keeping of records of all financial transactions, the arrangement of banking facilities and the completion of Annual Accounts in accordance with the requirements of the Companies Acts, the Charity Commissioners and any similar organisations. This includes supporting the programme 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 conjunction with the Board an Annual Financial Budget for the Federation at the commencement of each financial year.
3. To prepare monthly accounts and circulate to the Board, for them to formally review as part of the quarterly board meetings.
4. To be a joint signatory with the Chair and Secretary (or other designated officer) for payments from the Bank Accounts of the Federation.
5. To supply the Company Secretary with copies of the annual accounts of the Federation for submission to Companies House, Charity Commission Annual General Meeting of the Federation as required by the Articles and Memorandum of Association.
6. Ensure regular payments of required services including insurance and other costs as maybe required by the Federation.
7. To be responsible for administration of income and expenditure of any financial grants received.
8. To be prepare to act as a Director of the Company – the SW Federation of Museums & Art Galleries – if so elected by the Board.
9. Attendance at Board meetings and playing an active part in the discussions and activities of the South West Fed.

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

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 financial regulations.

January 2022