

Job Description

Search and Rescue Lincolnshire

Job Description: Treasurer

Manager: Chief Executive

Role overview: Financial and governance oversight and control.

Communication:

Upstream – Chief Executive

Downstream – Membership and Trustees

Responsibilities

Accounts and banking

- Key contact with the bank.
- Management of incoming and outgoing money from the bank account.
- Use savings accounts to accrue for upcoming costs and ring-fencing designated funds.
- Management of the relationship with the bank.
- Maintenance of simple receipts and payments accounts (currently via spreadsheet).
- Production of annual accounts.

Charity Commission

- Main point of contact.
- Maintenance of Charity Commission portal information.
- Prepare Charity Commission annual report and accounts.

HMRC – Gift Aid

- Prepare submissions for Gift aid and maintain record archive.

Paypal

- Key contact for Paypal.
- Invoicing for subs and DBS costs.

National Lottery

- Key contact for grant submission and ongoing review contact.
- Ring-fencing of lottery funds.

Key contact for support organisations

- National council of Voluntary Organisations (NCVO)
- Charity Excellence Framework
- Chartered Institute of Fundraising
- Canva (Premium Non-Profit Graphic design suite)
- BOPP / Agitate (QR code payments)