

Job Specification for County Treasurer

County and Charity Accounts

The main day to day role of this job is to manage the banking and funds for Somerset Beekeepers Association, i.e. the County Funds.

This involves

- management of the Charity's current and deposit account and bank signatories
- Prompt payment of due accounts upon receipt of invoice or proforma as approved in the budget or by Council resolution
- Quarterly production of accounts and bank reconciliations
- Maintain records of designated and restricted funds in accordance with the Charity Commission guidelines
- Liaison with the charity's bankers as necessary
- Safeguarding and obtaining a return on surplus funds in accordance with the Charity's investment policy and proposing any changes to investment arrangements to full Council for consideration and approval before putting in place. Bearing in mind, deposits are spread across all twelve Divisions and County and the total holding for the Charity as a whole in any one institution should not exceed the current Financial Services Compensation Scheme (FSCS) limit, currently £85,000.

At 30 September each year to close the accounts and prepare the County accounts for the year end with comparative data from the previous year. At the same time request and obtain accounts prepared in a consolidated format from all divisions to produce the Charity Accounts. A format has been established, divisions should also forward an independent review of the accounts and copies of bank statements to substantiate the balances in their accounts. These are then provided to the Charity Independent Reviewer as evidence of the accuracy of the divisional information included in the consolidated accounts.

The Treasurer should also compile the Report to the Charity Accounts for approval by the Chairman before sending to the Independent Reviewer in November. This process needs to be completed before Christmas if possible, to allow Council to approve the accounts for adoption to the AGM at the January meeting. If it can't be achieved, then the accounts would have to be approved by e-mail resolution in January as no further meeting is scheduled until May.

County Meetings

January Council Meeting – provide the quarter accounts to 31 December (or as near as possible). Provide the Secretary with the Accounts and Treasurers report for the County for approval at the meeting and for inclusion in the Year Book. Produce the Charity Accounts and Report and Independent Review for approval by Council so this can be presented to the Members at the AGM.

March Annual General Meeting – present the annual report and accounts for adoption by the members and be prepared to take questions on the content. Take relevant documentation for signature to make changes to bank details if there are any changes to the three officers; Chairman, Secretary and Treasurer who are the main signatories on the bank accounts.

September Meeting – Provide accounts to 30 June and any update if there has been any relevant issues in the interim. Provide a draft budget for the following financial year for approval by Council

November Meeting – Provide County Accounts for the Year End to 30 September and final version of budget for current financial year.

Divisional Treasurers

Provide support and guidance to divisional treasurers relating to financial matters, including the payment of BBKA, BDI and SBKA subscriptions and closure of the Spring and Autumn Returns.

To work with Divisional Treasurers and Membership Secretaries, in conjunction with the County Membership Secretary on the e2return system, including setting up users.

Compliance

GPDR

To renew the Charity's GDPR registration annually and ensure its content is up to date. To act as the County GDPR officer and give guidance on GDPR issues relating to membership and the safe handling of sensitive data. Review divisional membership documentation annually to ensure compliance.

Charity Commission

To keep the register of Trustees up to date at the Charity Commission and file the Annual Return and Report and Accounts in a timely manner. To advise the Charity Commission of any notifiable events e.g. police involvement in a safeguarding issue.

Website

To provide to the Webmaster, the Charity Report and Accounts with the Independent Review in pdf format for display on the website and ensure the privacy statement is maintained in accordance with the GDPR registration.

General Administration

To review the assets of the Charity, including divisional assets and review the Charity insurance to ensure that assets are adequately protected. To bring to Councils attention any issues that require a change in cover or relate to a claim on the Charity's policies.

To ensure the BBKA Trustee liability cover is in force and remains adequate to cover the liabilities of Council delegates and all trustees.

To advise Council immediately of any potential fraud or digital ransom attack.

To set up procedures for taking bookings and collecting ticket sales monies for County events such as Lecture Day.

To deal with general enquiries by post, email or via the website addressed to the Treasurer.

To attend and participate in Executive Meetings.

Prepared at 1 March 2019

Skills/ abilities

Computer skills using Microsoft Office and Adobe

Some knowledge of Charitable Accounting requirements

Ability to use excel spreadsheets for accounting records

On line banking

Knowledge of booking systems like Eventbrite

Previous user of e2return system?