

## FoG Treasurer (Volunteer Trustee) – Role Description and Person Specification

### Role Description – Treasurer

**Purpose:** The Treasurer manages the financial affairs of the Friends of Gillespie Charity, ensuring funds are properly handled, recorded, and spent in line with the charity's objectives.

### Key Responsibilities:

**Financial Record-Keeping:** Maintain accurate records of all income and expenditure.

**Banking & Cash Handling:** Manage the bank account, ensure safe handling of event cash and prompt deposits.

**Financial Controls & Payments:** Make authorised payments and uphold dual-signatory controls.

**Budgeting and Advisory:** Create budgets and monitor income vs. expenditure.

**Reporting to Committee:** Present clear financial reports and year-end Treasurer's report.

**Annual Accounts & Compliance:** Prepare annual accounts, independent examination, and file Charity Commission returns.

**Time Commitment & Term:** 4–6 hours per month, higher at year-end. One-year renewable term.

**Induction & Training:** Handover from previous Treasurer, templates, and support.

**Legal Responsibilities:** Shares collective trustee duties, ensuring finances comply with charity law and safeguarding FoG's assets.

### Person Specification – Treasurer

Essential:

- Numeracy and attention to detail.
- Organised, reliable record-keeper.
- Integrity and trustworthiness.
- Solid IT and spreadsheet skills.
- Ability to explain finances simply.

Desirable:

- Finance or bookkeeping experience.
- Knowledge of charity finance and Gift Aid.
- Confidence with online banking and accounting tools.
- Logical problem-solver and patient supporter.
- Eligibility: Current/prospective Gillespie parent/carers.