

## Role Description

### POST DETAILS

<b>Organisation</b>	Canterbury Society	<b>Location</b>	Canterbury
<b>Role Title</b>	Honorary Treasurer		
<b>Reports to</b>	Chair and Executive Committee		

### ROLE PURPOSE

To oversee the financial integrity and health of the Society, ensuring effective financial governance, compliance with charity finance rules, and accurate reporting to the Committee and members, this includes oversight of restricted and designated funds in line with donor conditions.

### PRINCIPAL ACCOUNTABILITIES

#### Financial Governance and Compliance

- Maintain accurate and up-to-date financial records in accordance with charity best practice.
- Prepare and present annual accounts and financial statements for approval.
- Submit required financial returns to the Charity Commission and relevant authorities.
- Ensure compliance with charity finance regulations and internal financial controls.

#### Budgeting and Financial Oversight

- Prepare the annual budget and financial plan for approval by the Executive Committee.
- Monitor income, expenditure, bank transactions, subscriptions, and authorised payments in line with the approved budget.
- Report regularly to the Executive Committee on financial performance, risks, and forecasts.
- Advise the Chair and Committee on the financial implications of proposed projects, campaigns, or commitments.

#### Restricted and Designated Funds

- Maintain a clear register of restricted and designated funds, including purpose, source, and conditions attached
- Ensure restricted income is recorded separately and spent strictly in accordance with donor or grant conditions.
- Track and report balances and expenditure of restricted funds to the Executive Committee.
- Provide financial evidence or reporting to funders where required.
- Ensure restricted funds are not applied to general expenditure and are only re-designated in accordance with charity law and formal Executive Committee approval.

#### Financial Administration and Controls

- Oversee bank reconciliations, deposits, payment processing, and Gift Aid submissions.
- Ensure appropriate segregation of duties and financial safeguards.
- Recommend improvements to financial processes and internal controls where appropriate.
- Ensure dual authorisation or appropriate oversight arrangements are in place for payments, in line with the Society's financial controls.

REQUIRED ATTRIBUTES	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Charity finance principles, budgeting, and controls</li> <li>• Regulatory requirements of the Charity Commission</li> <li>• Working knowledge of QuickBooks or Xero (Desirable)</li> <li>• Working knowledge of Stripe Payments Back-office (Desirable)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Financial administration and spreadsheet use</li> <li>• Budget management and basic reporting</li> <li>• Clear communication of financial information to non-specialists</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in finance, bookkeeping, or charity treasurer role</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualification required; finance/accountancy background desirable</li> </ul>
<b>Any other relevant statistics/information</b>	Time commitment approx 3–6 hours/month depending on activity and complexity

NATURE OF CONTACTS	
<b>Internal</b>	Executive Committee, Membership Secretary
<b>External</b>	Bank, Card Processor, Charity Commission, HMRC (for Gift Aid)

This role description will be reviewed annually by the Executive Committee. The postholder may propose amendments at any time, but changes require formal approval by the Executive Committee.

Date of Last Review: **March 2026**