



Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

JOB SPECIFICATION – TREASURER

RESPONSIBLE TO: Chairman and Executive Committee

Main Duties and Responsibilities:

To prepare and maintain the accounts to:

1. Allow production of periodic statements of the financial operations of the Society showing Income and Expenditure in main categories for the period and the Assets and Liabilities of the Society at a specific date.
2. Ensure the balances at Banks are kept within the authorised limits, and the accounts are operated within the agreed conditions
3. Ensure that accounts for supplies are paid within the credit terms offered.
4. Ensure that all goods supplied by the Society are paid for within agreed terms.
5. Record movement of stocks to safeguard against loss and report any variance.
6. Provide current list of all Capital Assets, eg computers/accessories and associated soft and hardware, furniture, fixtures and fittings, equipment etc.
7. Arrange annual insurance on all assets, Fixed and Current, at replacement value.
8. Produce audited Annual Accounts to the agreed year end date, including Branch operations, and submit to the Executive for approval before submission to the Annual General Meeting.
9. Comply with the rules of the Charity Commissioners and submit a copy of the accounts to them through the nominated Executive member responsible to them. (Currently the Treasurer).