

# The Fell Runners Association

## Job Description: Treasurer

<b>Role</b>	The Treasurer has the primary role of managing the finances of the Association and ensuring that the FRA fulfils its legal obligations with respect to financial matters.
<b>Main purposes of role</b>	<ol style="list-style-type: none"> <li>1. To carry out day-to-day financial and banking transactions.</li> <li>2. To assist the Committee with longer-term financial planning.</li> <li>3. To keep necessary accounting records, arrange for the FRA's books to be audited at end-year and fulfil the legal obligations for accounting for FRA Ltd.</li> <li>4. To ensure the FRA pays its creditors efficiently and maintains proper business control over debtors.</li> </ol>
<b>Key tasks</b>	<ol style="list-style-type: none"> <li>1. Handle, assess and pay incoming invoices, expense claims etc.</li> <li>2. Bank cheques to the FRA and monitor the bank account to identify deposits, e.g. from coaching courses.</li> <li>3. Create invoices as necessary, e.g. for advertising, and occasionally also receipts.</li> <li>4. Maintain records to ensure that income, expenditure, and commitments are properly captured, and to create the annual accounts.</li> <li>5. Manage the formal accounting processes of audit and submission to Companies House and HMRC.</li> <li>6. Prepare an annual budget for the Committee, and review during the year.</li> </ol>
<b>Required skills and facilities</b>	<ol style="list-style-type: none"> <li>1. Access to online banking (the FRA has three bank accounts with National Westminster Bank).</li> <li>2. Sage accounting system operating on a home PC, and the expertise to use it.</li> <li>3. Excellent IT skills including MS Excel, and the ability to manage accurately a set of spreadsheets covering income/expenditure, downloaded bank records, procedures and processes.</li> <li>4. The ability to create formatted P&amp;L (Profit and Loss) and BS (Balance Sheet) reports, as well as a calculation of our corporation tax liability.</li> </ol>
<b>Required liaison</b>	The Treasurer will frequently work with the Chair (for planning and control) and Secretary (for formal/legal matters).

Updated 8<sup>th</sup> August 2019