



The Fell Runners Association

Job Description: Treasurer

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