

Treasurer Job Description

Responsibilities

Timely invoicing of plot holders

Timely updating of the BEAA share register

Liaise with Site Reps to ensure the accuracy of the share register

Collect shop takings and bank the money

Ensure prompt payment of creditor invoices

Update monthly income and expenditure records

Keep all paper records of income and expenditure filed

Report the BEAAs financial position at monthly committee meetings

Liaise with the accountant to ensure the BEAA accounts are audited at the end of the financial year

Organise floats for the Annual Show

Take annual rents on the designated rent days (Sept & October)

Man the allotment shop one day a month

May be called upon to help with the setting up of various events held at the Pavilion

Personal attributes needed for this role

Must be scrupulously honest – references may be asked for and a credit check undertaken

The ability to communicate effectively; in person, by letter and email, with a range of individuals: plot holders, creditors, members of the council and members of the public.

Well organised and efficient with good record keeping skills.

The ability to learn and a flexible approach to new processes

A sense of humour is advantageous!